epoline® Online Filing

Version 2

User Guide

EP Procedure

European
Patent Office

Copyright © European Patent Office
All Rights Reserved

Last updated: October 2002

Table of Contents

1 PRELIMINARY NOTES 1

1.1 INTENDED AUDIENCE 1
1.2 WINDOWS BASICS 1
1.3 THE *EPOLINE*® SERVICE 1
1.4 SECURITY 2
1.5 OVERVIEW OF *EPOLINE*® ONLINE FILING 2
1.6 USING THIS GUIDE 3
1.6.1 Symbols and conventions 3
1.6.2 Tutorial 3
1.6.3 Additional information 4

2 TUTORIAL 7

2.1 INTRODUCTION TO THE TUTORIAL 7
2.2 STARTING *EPOLINE*® ONLINE FILING 8
2.3 KEY PROCEDURES 10
2.4 COMPLETING A NEW FORM 11
2.5 INTRODUCTION TO FORM 1001E 12
2.6 TRAFFIC LIGHTS 13
2.7 VALIDATION MESSAGES 13
2.8 PREPARING THE APPLICATION 14
2.8.1 Request 14
2.8.2 Names 15
2.8.3 States 18
2.8.4 Priority 19
2.8.5 Biological Material 20
2.8.6 Contents 21
2.8.6.1 Checking the status of documents 24
2.8.6.2 Previewing documents 25
2.8.7 Payment 26
2.8.8 Fees 27
2.8.9 Annotate 28
2.9 COMPLETING THE APPLICATION 29
2.9.1.1 Previewing the application 29
2.10 ADDING A SIGNATURE 30
2.11 SENDING THE APPLICATION 37
2.12 TUTORIAL SUMMARY 38

3 PREPARING A EUROPEAN PATENT APPLICATION 41

3.1 OVERVIEW OF FORM EP(1001E) 41
3.1.1 Creating a new Form EP(1001E) 41
3.1.1.1 Using categories 42
3.1.2 Form 1001E sections 47
3.1.3 Form 1001E menu options 48
3.1.4 Form 1001E toolbar options 49
3.2 REQUEST, FORM 1001E 50
3.2.1 Request for grant 50
3.2.2 Title of invention 50

3.2.3 Past record *50*
3.2.4 Request pop-up menu *51*
3.3 NAMES, FORM 1001E 52
3.3.1 Completing names and details *53*
3.3.2 Deleting a name *56*
3.3.3 Names pop-up menu *57*
3.4 STATES, FORM 1001E 58
3.4.1 States pop-up menu *60*
3.5 PRIORITY, FORM 1001E 61
3.5.1 Priority pop-up menu *62*
3.6 BIOLOGICAL MATERIAL, FORM 1001E 63
3.6.1 Nucleotide and amino acid sequences *64*
3.6.2 Attaching sequence listings *65*
3.6.3 Removing sequence listings *66*
3.6.4 Attaching a receipt for biological material *67*
3.6.5 Removing receipts *68*
3.6.6 Copying a receipt to the Receipt Book *69*
3.6.7 Biological material pop-up menu *70*
3.7 CONTENTS, FORM 1001E 71
3.7.1 Forms Tab *72*
3.7.2 Technical Documents tab *74*
3.7.2.1 Separate files option *75*
3.7.2.2 Attaching technical documents as separate files *76*
3.7.2.3 Combined file option *80*
3.7.2.4 Attaching technical documents as a combined file *81*
3.7.3 Other Documents tab *83*
3.7.3.1 Attaching other documents, Form 1001E *83*
3.7.4 Listing all documents *84*
3.7.5 Previewing documents *86*
3.7.6 Summary of Form 1001E contents *87*
3.7.7 Removing documents *90*
3.7.8 Contents pop-up menu *91*
3.8 PAYMENT, FORM 1001E 92
3.8.1 Payment pop-up menu *93*
3.9 FEES, FORM 1001E 94
3.9.1 Standard fees *94*
3.9.2 Changing the claims fee factor *96*
3.9.3 Other fees *97*
3.9.4 Additional fees *98*
3.9.5 Fees pop-up menu *99*
3.10 ANNOTATE, FORM 1001E 100
3.10.1 Adding a note *100*
3.10.2 Deleting a note *102*
3.10.3 Validation log *103*
3.10.4 Annotate pop-up menu *104*
3.11 SAVING FORM 1001E 105
3.11.1 Saving Form 1001E as a draft *105*
3.11.2 Saving Form 1001E as ready to sign *107*
3.11.3 Saving Form 1001E as a template *109*

4 PREPARING THE EUROPEAN PHASE OF A PCT APPLICATION.... 113

4.1 OVERVIEW OF FORM EURO-PCT(1200E) 113
4.1.1 Creating a New Form Euro-PCT(1200E) *114*
4.1.1.1 Using categories *116*
4.1.2 Form 1200E sections *120*
4.1.3 Form 1200E menu options *121*
4.1.3.1 Pop-up menus for Form 1200E *122*
4.1.4 Form 1200E toolbar options *123*
4.2 EP PHASE, FORM 1200E 124
4.3 NAMES, FORM 1200E 125
4.3.1 Applicant *126*
4.3.2 Address for correspondence *127*
4.3.3 Representative *128*
4.4 STATES, FORM 1200E 129
4.5 BIOLOGICAL MATERIAL, FORM 1200E 132
4.5.1 Noting the deposit of biological material *133*
4.5.2 Attaching a receipt for biological material *134*
4.5.3 Removing receipts *135*
4.6 DOCUMENTS, FORM 1200E 136
4.7 TRANSLATIONS, FORM 1200E 137
4.7.1 Attaching a translated document *138*
4.7.2 Removing a translated document *139*
4.8 CONTENTS, FORM 1200E 140
4.8.1 Forms *142*
4.8.2 Technical documents *143*
4.8.3 Other documents *144*
4.9 PAYMENT, FORM 1200E 147
4.9.1 Information needed for calculation of fees *148*
4.10 FEES, FORM 1200E 149
4.10.1 Standard fees *149*
4.10.2 Additional fees *151*
4.11 ANNOTATE, FORM 1200E 152
4.11.1 Adding a note *152*
4.11.2 Deleting a note *154*
4.11.3 Validation log *155*
4.12 SAVING FORM 1200E 156
4.12.1 Saving Form 1200E as a draft *156*
4.12.2 Saving Form 1200E as ready to sign *157*
4.12.3 Saving Form 1200E as a template *160*

5 CHECKING APPLICATIONS 163

5.1 TRAFFIC LIGHTS 163
5.2 VALIDATION MESSAGES 163
5.3 DOCUMENT STATUS 164
5.4 PREVIEWING DOCUMENTS 165
5.5 PREVIEWING THE APPLICATION 165

6 SIGNING APPLICATIONS 169

6.1 SIGNING APPLICATIONS OVERVIEW 169
6.2 APPLICATIONS NOT READY TO SIGN 170
6.3 TYPES OF SIGNATURE 170

6.3.1 Adding an alphabetical signature 171
6.3.2 Adding a facsimile signature 172
6.3.3 Adding a digital signature 173
6.4 ABOUT SMART CARDS 175
6.5 SIGNING FORM 1001E 176
6.6 SIGNING FORM 1200E 181

7 SENDING APPLICATIONS 187

7.1 SENDING APPLICATIONS OVERVIEW 187
7.2 DECIDING NOT TO SEND 187
7.3 PRE-TRANSMISSION CHECKS 188
7.4 ENTERING A PIN 189
7.5 VIEWING RECEIPT AND REFERENCE NUMBER 190

8 *EPOLINE®* FILE MANAGER 193

8.1 OVERVIEW OF *EPOLINE®* FILE MANAGER 193
8.1.1 epoline® File Manager menu options 194
8.1.2 epoline® File Manager toolbar options 195
8.1.3 Folders for epoline® Online Filing 196
8.2 TEMPLATES FOLDER 197
8.2.1 Creating a new application from a template 198
8.2.2 Customising templates 199
8.2.3 Templates pop-up menu 200
8.3 DRAFTS FOLDER 201
8.3.1 Preparing drafts for signature 203
8.4 READY TO SIGN FOLDER 205
8.4.1 Ready to Sign pop-up menu 206
8.5 READY TO SEND FOLDER 207
8.5.1 Ready to Send pop-up menu 208
8.6 SENT FOLDER 209
8.7 ALL DOCUMENTS FOLDER 211
8.8 SORTING APPLICATIONS 212
8.9 ADDRESS BOOK 213
8.9.1 Overview of the Address Book 213
8.9.2 Accessing the Address Book 213
8.9.3 Creating names in the Address Book 214
8.9.4 Address Book categories 216
8.9.4.1 Assigning a category to an Address Book entry 216
8.9.4.2 Displaying Address Book entries by category 218
8.9.5 Assigning signatory roles 219
8.9.6 Deleting names from the Address Book 220
8.9.7 Adding names from the Address Book to an application 221
8.9.8 Saving names from an application to the Address Book 223
8.9.9 Reusing details from the Address Book 225
8.10 DEPOSITS OF BIOLOGICAL MATERIAL 228

9 PORTABLE DOCUMENT FORMAT HINTS AND TIPS 233

9.1.1 Selecting a PDF writer 234
9.1.2 Fonts in PDF documents 235
9.1.2.1 Linking fonts 235

9.1.2.2 Embedding fonts 235
9.1.3 Font embedding with Adobe® Acrobat 236
9.1.4 Font embedding with Amyuni® 238
9.1.5 Identification of possible problem areas 240
9.1.6 Which tool is the best? 242
9.1.7 How to check that a PDF file is self-contained 242
9.1.8 Paper size 242
9.1.9 Additional remarks on PDF 245
9.1.10 Adobe® Acrobat upgrades 245
9.1.11 PostScript printer 245
9.1.12 Ghostscript® and Ghostview® 245
9.1.13 Generating PDF documents using a scanner 246

10 APPENDIX 249

10.1 CUSTOMER SERVICES 249
10.1.1 Help 249
10.2 GLOSSARY OF TERMS 250
10.3 ABBREVIATIONS AND ACRONYMS 251
10.4 SHORTCUT KEYS 251

11 TABLE OF FIGURES 252

12 INDEX 257

1 Preliminary notes

1.1 Intended audience

This guide is intended for users of the European Patent Office (EPO) ***epoline***® Online Filing service. Only authorised users registered with the EPO may access the system.

The information presented here may change over time as services develop. To make sure that you always have the latest version please go to our website:

http://www.***epoline***.org

1.2 Windows basics

This guide assumes that you are familiar with using Microsoft® Windows and the mouse. ***epoline***® Online Filing is a Windows-based application, so you can use standard Windows features such as the Close button. A *drop-down list* appears when you click the drop-down arrow. A *pop-up menu* appears when you click the right mouse button. Windows terms are defined in the *Glossary of terms* on page 250.

Windows menu options offer keyboard alternatives to using the mouse. Hold down the *Alt* key while pressing the underlined letter.

For example, in the ***epoline***® File Manager menu, you can select the *File* option with your mouse, or press *Alt F*.

Figure 1 The *epoline*® File Manager menu

1.3 The *epoline*® service

The ***epoline***® service is a range of electronic products produced by the European Patent Office (EPO) for the intellectual property community. It is designed to provide a secure, integrated environment for electronic communication between the EPO, applicants, their representatives and the national patent offices of the contracting states to the European Patent Convention.

1.4 Security

epoline® products and services make use of a state-of-the-art secure environment. Only authenticated users registered with the EPO may use ***epoline***® Online Filing. Files are encrypted before being sent over a secure Internet line, known as a *Virtual Private Network* (VPN).

1.5 Overview of *epoline*® Online Filing

epoline® Online Filing enables you to submit patent applications electronically to the European Patent Office. A key benefit of this service is that the applicant receives the application number immediately. The receipt contains the exact date and time the application was received.

The following security features are built into ***epoline***® Online Filing:

- Authentication of users — Each party knows who the other is
- Confidentiality — No one else can see the data that is submitted
- Integrity — Data transmitted and received are identical
- Accountability — Both parties can prove receipt of data

1.6 Using this guide

This guide is organised in line with the main processes for the online filing of a patent application:

- Completing the appropriate electronic form
- Signing the form
- Submitting the form.

The ***epoline***® Online Filing software contains the following parts:

1. ***epoline***® **File Manager**
   The ***epoline***® File Manager contains folders representing the various stages in processing a patent application. It also provides access to an address book for storing names, tools for information maintenance and system settings, and facilities for exporting and importing forms.

2. **Electronic patent application forms**
   epoline® Online Filing offers electronic equivalents of forms for filing a European patent application, the European phase of a PCT application, and a PCT application. The form(s) appropriate to your organisation are selected when the software is installed.

The ***epoline***® range of services is developing. The latest updates are published on the ***epoline***® website at:

http://www.*epoline*.org

1.6.1 Symbols and conventions

Names, labels and new terms are *italicised*. New terms are defined in the glossary. Actions that you should carry out, for example buttons to click, menu options to choose and text to type, are indicated in **bold** typeface.

is for notes giving extra information

is for hints and tips

1.6.2 Tutorial

The guide starts with a tutorial section. The tutorial presents a simplified step-by-step overview for filing an electronic patent application, using European patent application Form EP(1001E) as a model. The additional sections provide in-depth information on Form EP(1001E), Form Euro-PCT(1200E), Form PCT-RO-101 and ***epoline***® File Manager.

1.6.3 Additional information

The section on Portable Document Format hints and tips provides practical advice on preparing documents for submission. The Appendix provides supplementary information, for example a glossary of terms, a list of abbreviations and acronyms and shortcut keys.

epoline® Online Filing

Version 2

Tutorial

In this section:

2 TUTORIAL 7

2.1 INTRODUCTION TO THE TUTORIAL 7
2.2 STARTING *EPOLINE*® ONLINE FILING 8
2.3 KEY PROCEDURES 10
2.4 COMPLETING A NEW FORM 11
2.5 INTRODUCTION TO FORM 1001E 12
2.6 TRAFFIC LIGHTS 13
2.7 VALIDATION MESSAGES 13
2.8 PREPARING THE APPLICATION 14
2.9 COMPLETING THE APPLICATION 29
2.10 ADDING A SIGNATURE 30
2.11 SENDING THE APPLICATION 37
2.12 TUTORIAL SUMMARY 38

European Patent Office

2 Tutorial

2.1 Introduction to the tutorial

This section is designed to introduce new users to the process for filing an electronic patent application. It takes examples from Form 1001E, the procedure for filing a European Patent.

epoline® Online Filing provides a *demo mode* so that you can familiarise yourself with the system in a test environment. This sample European patent application is submitted in *demo mode*. Use *production mode* to submit real applications. To switch modes, log in again and select the appropriate option.

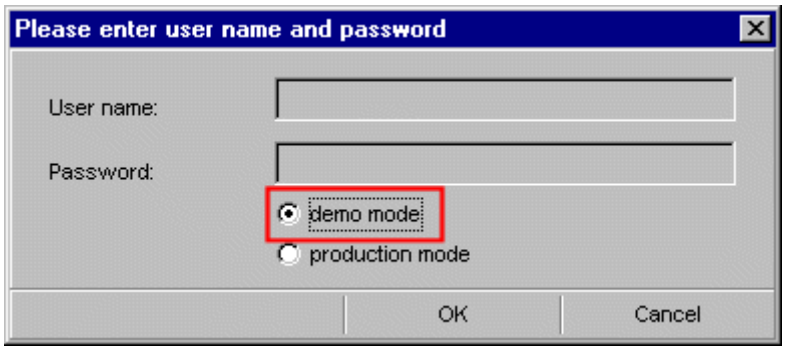


Figure 2 *Demo mode* option

For this tutorial you will need to prepare two documents and convert them to Portable Document Format (PDF). Name one *description.pdf* and the other *claims.pdf*. The Amyuni® PDF Writer is installed automatically when you install the ***epoline***® *Online Filing* software, and the Adobe® Acrobat 4 Reader is available on the installation CD.

2.2 Starting *epoline*® Online Filing

1. Click the Windows **Start** button, select **Programs**, ***epoline***, ***epoline***®-FM. You may also be able to access ***epoline***® Online Filing through a shortcut on your Windows™ Desktop if this has been set up.

The *Please enter user name and password* window opens.

2. Enter your ***epoline***® **user name** and **password**.
3. Select **demo mode** and click **OK**.

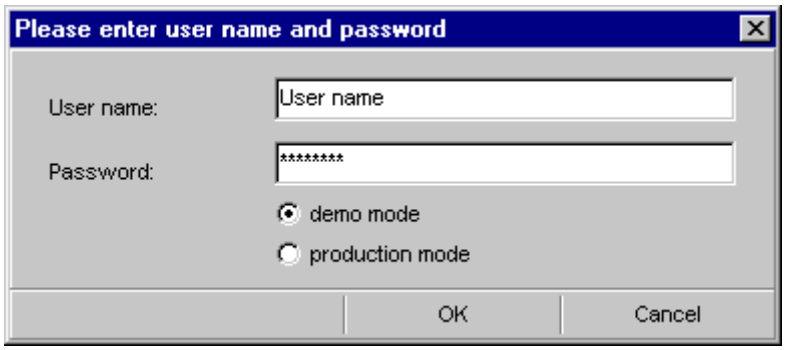


Figure 3 Tutorial: sample user name, *demo mode*

The ***epoline***® File Manager window opens in demo mode.

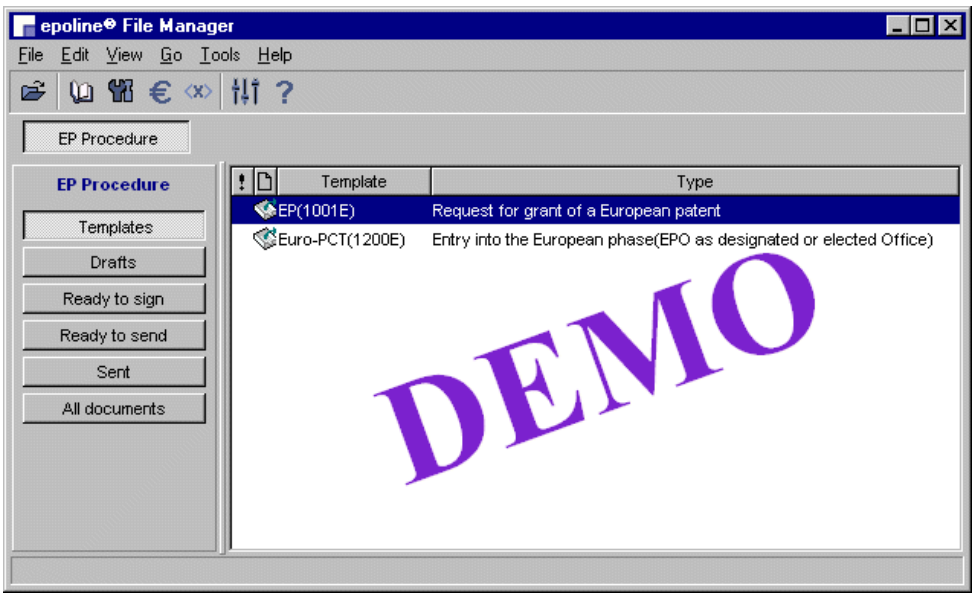


Figure 4 Tutorial: *epoline*® File Manager in *demo* mode

The ***epoline***® File Manager window contains a list of *folders* down the left-hand side. The first folder contains templates for European patent applications and for the European phase of PCT patent applications. The other folders contain patent applications in various stages. Documents in the selected folder are displayed in the white area. The ***epoline***® File Manager window also contains a *menu* and a *toolbar* to carry out tasks related to the patent application process.

2.3 Key procedures

The key elements of the procedure for filing a European patent application are these:

Procedure	Comment
New Form â	Select appropriate form and create new application
Request â	Request grant of EP patent and give application a title. Set the language
Names â	Enter applicant details
States â	Select designated states for application
Priority â	Claim national, regional or international priority
Biological Material â	Input details of biological material filed if relevant. Name depositary institution
Contents â	Attach description, claims and other documents in PDF format
Payment â	Set payment choices
Fees â	Set fee choices
Annotate â	Add notes to application
Sign â	Add signature(s)
Send	Enter smart card PIN and transmit to EPO

For the purposes of the tutorial, the sections are presented in the order they appear on the ***epoline***® Online Filing form. Normally they can be completed in the order that suits your organisation.

Once you have worked through this tutorial, you will find more detailed information in the other sections.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.4 Completing a new form

1. In the ***epoline***® File Manager window, select **File, New Form, EP(1001E).**
   This will create a European patent application using Form 1001E.

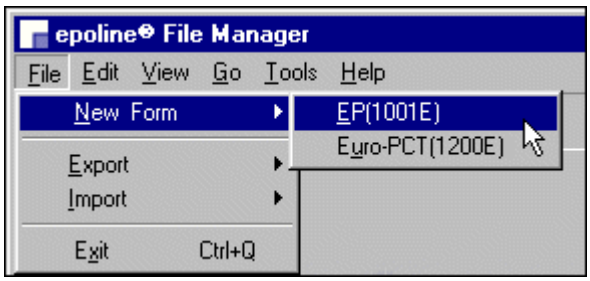


Figure 5 Tutorial: Creating a new Form 1001E

The New application window opens.

2. For this tutorial, leave the language of the proceedings set to **English**.
3. Type a **user reference**, for example type **demo1** and then click **OK**.
   Each ***epoline***® Online Filing application must have a unique reference identifier.

Figure 6 Tutorial: *New application*, sample data

The ***epoline***® Form 1001E window opens.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.5 Introduction to Form 1001E

Form 1001E is the form used for a normal European patent application. It contains sections down the left-hand side. These represent the information you need to complete for your patent application. Form 1001E also has a *menu* and a *toolbar* to help you carry out tasks related to completing the form.

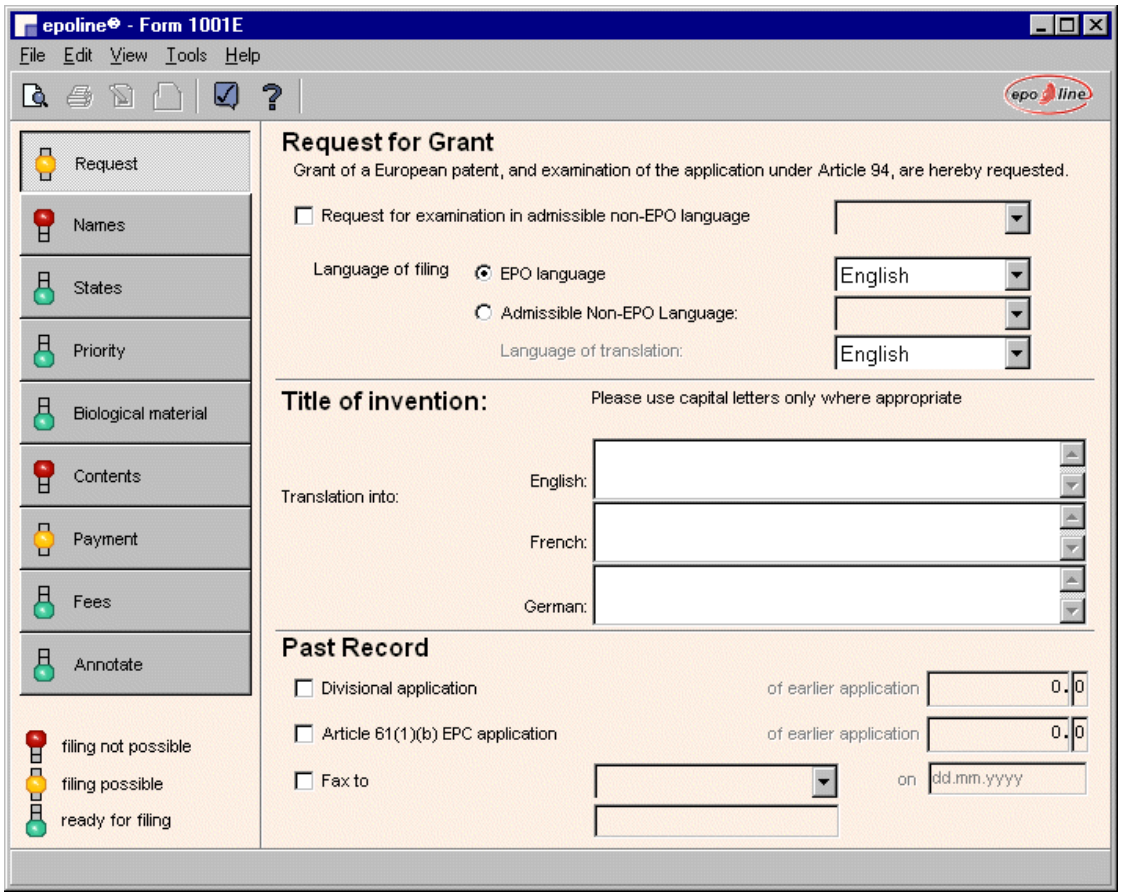


Figure 7 Tutorial: Form 1001E opening window

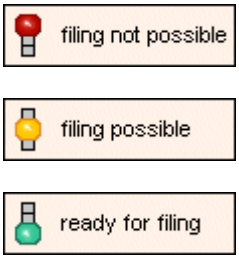
As you prepare the application, these features will help you decide whether the information is complete and correct:

- Traffic lights
- Validation messages
- Document status
- Previewing documents
- Previewing the application.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.6 Traffic lights

The system checks that all the required information is complete. A red light signals that essential information is missing, for example the description or the claims. You must supply this before submitting the application. An amber light indicates that information – for example the abstract - is useful, but not mandatory at this stage. A green light means that the information in this section is acceptable.



Red light

Amber light

Green light

2.7 Validation messages

As you complete each section, get into the habit of clicking the *validation* button . This provides feedback on the information you have entered.

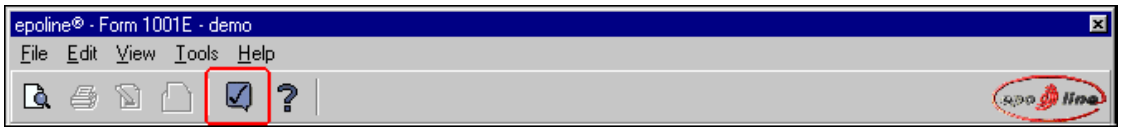


Figure 8 Tutorial: *Validation* button

In this example, the user clicks the *validation* button and is reminded that the German and French translations of title are recommended. However, the traffic light is green, so the application can be submitted without translations.

Validation Messages/Request
Title: German translation of title recommended
Title: French translation of title recommended

Figure 9 Tutorial: Validation messages

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8 Preparing the application

2.8.1 Request

The *Request* section

is already selected when the form opens. The traffic light is amber until you type in the title of the invention. Use this section to give information about the past record of the application.

1. Leave the language set to **English** and type the English *Title of invention*, for example, type **Vaccine**. Type this in title case, that is, with only the first letter of the word capitalised. In general, avoid typing in ALL CAPS.

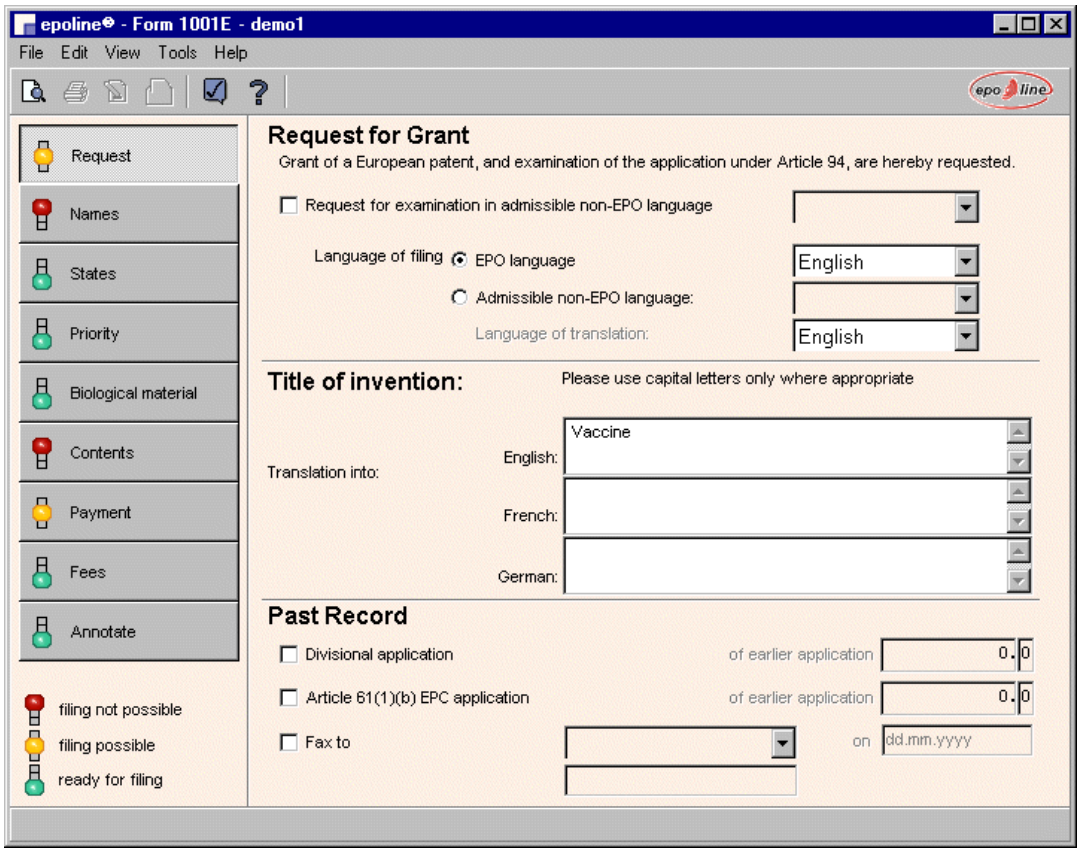


Figure 10 Tutorial: Form 1001E *Request* section, sample data

2. Click away from the title box and note that the amber traffic light changes to green.

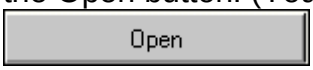
3. Click the **Validation** button to see any messages.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.2 Names

The *Names*

section is where you enter applicants, representatives and inventors. The traffic light stays red until the required information is entered. For our example, we will enter an applicant as a natural person. Required information is shown in **bold**.

1. Click the **Names** section, select the **Applicant** option, and then click the Open button. (You can also double click an option to open it.)
   

The *Applicant* window opens.

2. Select the option Natural Person and type a name, for example **Mr Peter Jones**.
3. For the purposes of this tutorial, type **1.8** as the registration number. This is an example only. For your real registration number, contact Customer Services.
4. Fill in the boxes for the company, address, city and postal code, for example **ABC Solicitors, 123 The Avenue, London, W1A 2BC**.
5. Select a country from the drop-down list, in this case scroll down and select United Kingdom.
6. For the telephone number type **020 7987 6543** and then click **OK**.

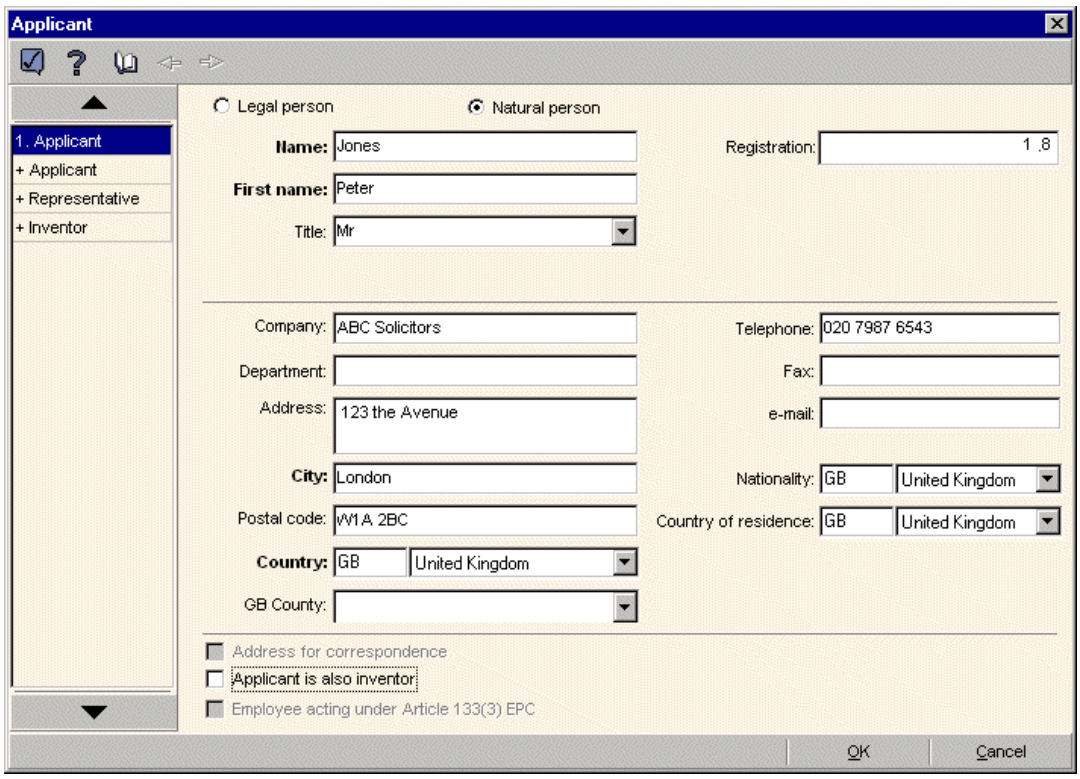


Figure 11 Tutorial: *Applicant*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

Click the **Validation** button.

The message tells us that the name of the inventor is required, but the amber light indicates that the information can be supplied at a later date. We will supply this information now.

To enter details of the inventor:

1. Click the **Names** section

2. Select the **Inventor** option and click the **Open** button.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

The **Inventor** window opens.

Enter the inventor's name, for example **John Smith**.
Enter the address, for example **456 The Street, London, EC1 9YZ**
Select **United Kingdom** from the drop-down list of countries, and then click **OK**.

1. Note the green traffic light for the *Names* section.

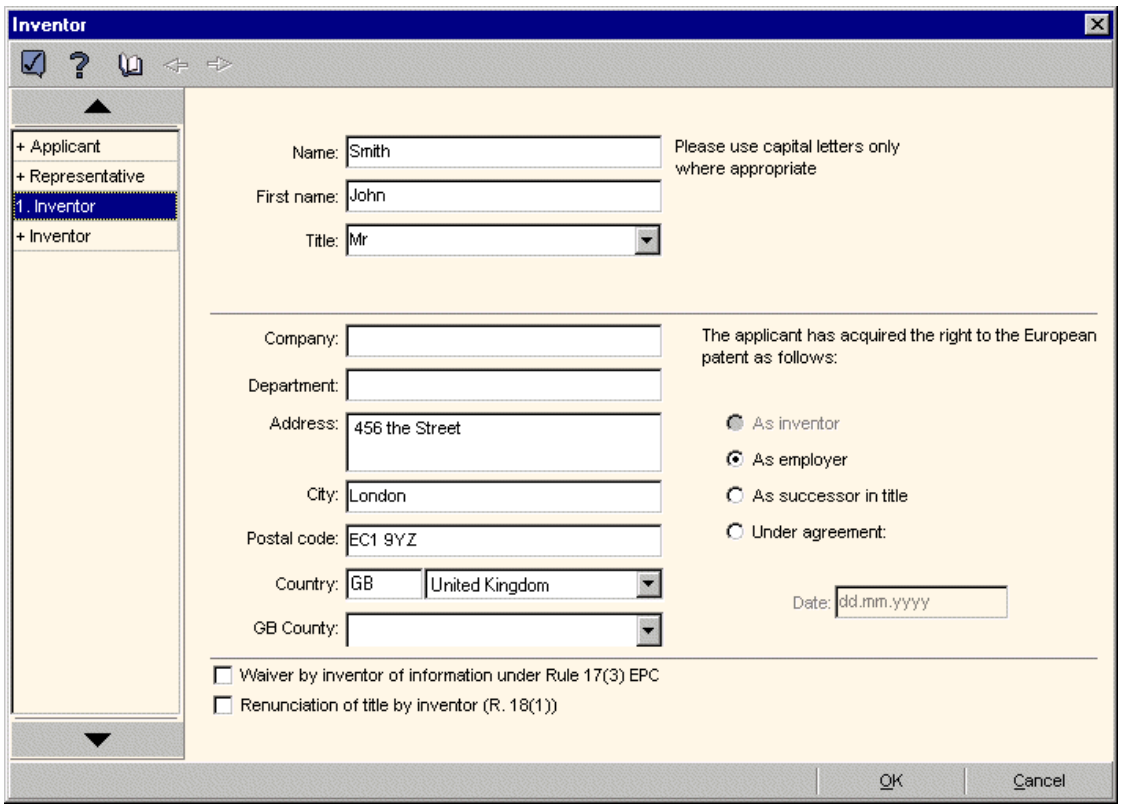


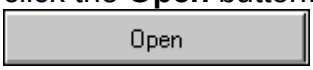
Figure 12 Tutorial: *Inventor*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.3 States

The *States* section

is where you choose the countries in which you require patent protection. You may also select participating extension states.

1. Click the **States** section, and then select the **Designation** option and click the **Open** button.


The *Designation of states* window opens.

For our example select the option for **all states**, and then click **OK**.

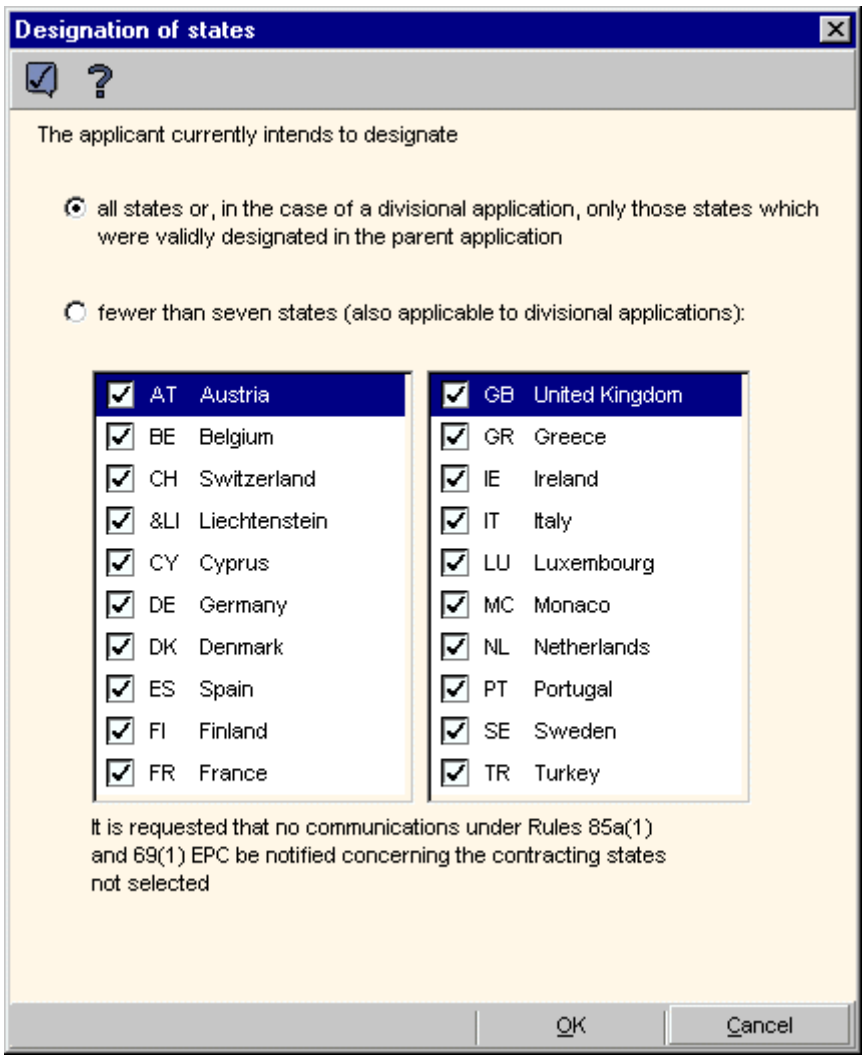


Figure 13 Tutorial: *Fees, Designation of states*

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.4 Priority

The *Priority* section

is where you claim national, regional or international priority.

1. Click the **Priority** section, and then click the **Open** button.

2. Select the **Regional** option.
3. In the *Regional office* drop-down list , select **European Patent Office**.
4. Type a sample **filing date**, for example **1/10/2002**.
   epoline® Online Filing will reformat the date to show the name of the month.
5. Type an **application number**, for example type **12345**, and then click **OK**. ***epoline***® Online Filing will add the EP prefix before the number.

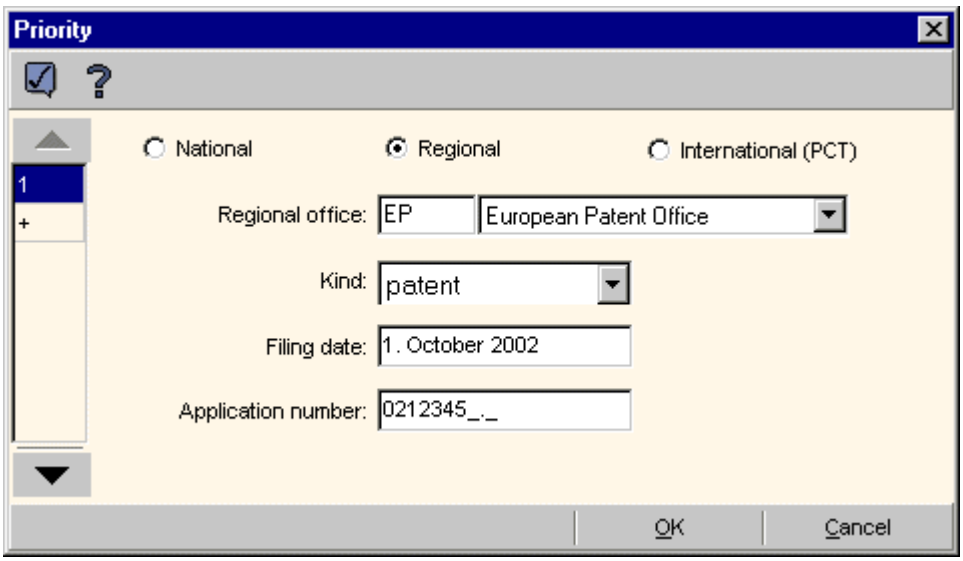
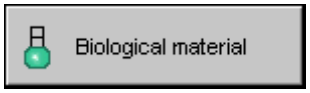


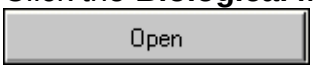
Figure 14 Tutorial: *Priority*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.5 Biological Material

The *Biological Material* section 

is where you input details concerning any biological material filed and name the depositary institution

1. Click the **Biological Material** section, and then click the **Open** button.


2. For our example type **ABC123** as the identification reference.
3. For the depositary institution, select **National Collection of Type Cultures**, and then click **OK**.

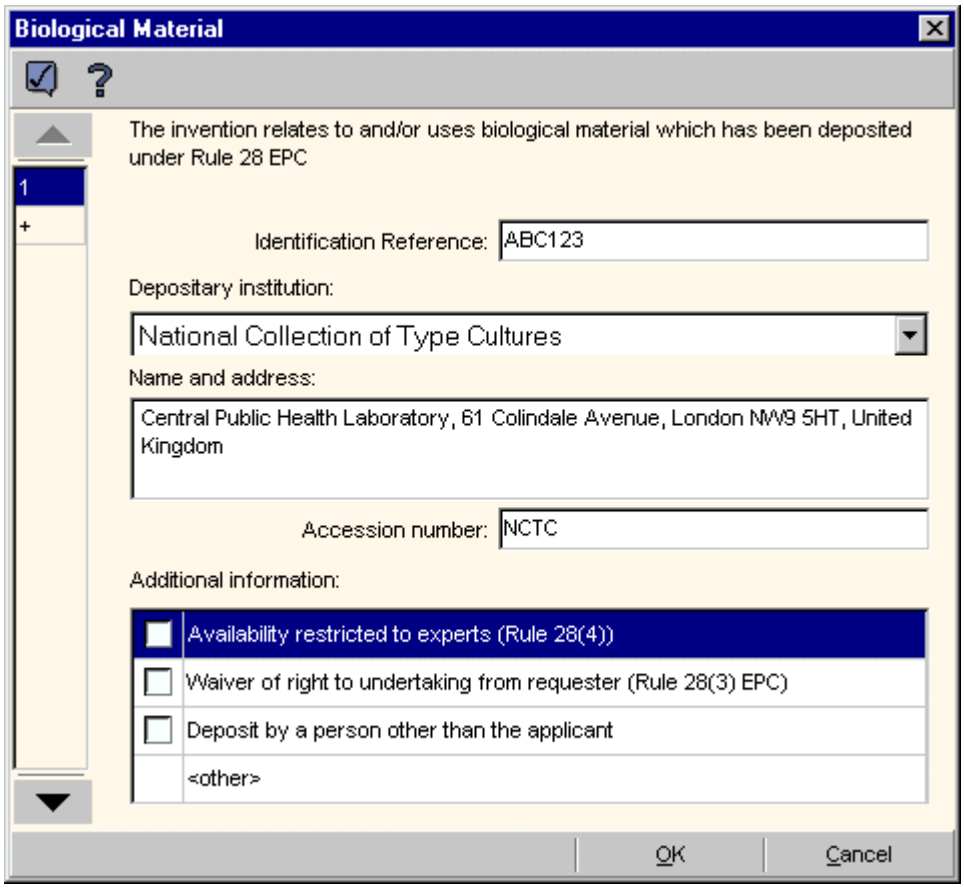

Biological Material
The invention relates to and/or uses biological material which has been deposited under Rule 28 EPC
1
+
Identification Reference:
ABC123
Depositary institution:
National Collection of Type Cultures
Name and address:
Central Public Health Laboratory, 61 Colindale Avenue, London NW9 5HT, United Kingdom
Accession number:
NCTC
Additional information:
Availability restricted to experts (Rule 28(4))
Waiver of right to undertaking from requester (Rule 28(3) EPC)
Deposit by a person other than the applicant
<other>
OK
Cancel

Figure 15 Tutorial: *Biological Material*, sample data

2.8.6 Contents

The *Contents* section

is where you attach the documents required to support the patent application. The traffic light is red until the required documents are attached. As a minimum you must attach the description, the claims and the number of claims before you can submit your application. You may submit other documentation at a later time.

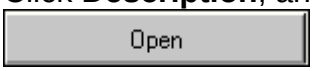
For this example, we will specify separate files for the description and the claims. For information on preparing a combined file, see *Attaching technical documents as a combined file* on page 81.

Description

1. In the *Contents* section, note that there are three tabs:

- Forms
- Technical Documents and
- Other Documents.

The *Technical Documents* tab is selected by default.

2. Click **Description**, and then click the **Open** button.


The *Documents* window opens.

3. In the list on the left select **Description** if it is not already selected.
4. For the electronic file, click the **Browse** button.

5. Select your sample description PDF file and click the **Open** button. The description must have already been prepared in Portable Document Format.
6. At the warning prompt click OK to save a copy of the description as *desc.pdf*.

This is a copy only. The original file will remain unchanged.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

Claims

1. With the *Documents* window still open, select **Claims**.
2. Click the **Browse** button to go to your sample *claims PDF* file.

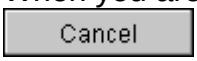
3. Click the **Open** button.
4. At the warning prompt click **OK** to save a copy of the claims as *clms.pdf*.
5. Enter **5** in the *Number of claims* box.

For our example we will submit the description and claims only. The amber light indicates that the abstract is not mandatory at this stage.

Before you close this window you may want to have a look at your application form and the attached documents.

6. Still in the *Documents* window select a document type and click the **Preview** button to see how the printed version will look.

The *PDF Viewer* opens. In our example you should be able to see the request itself, the description and the claims.

7. When you are ready, click the **Cancel** button to close the PDF Viewer.
   

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

Your sample *Contents* should look like this:

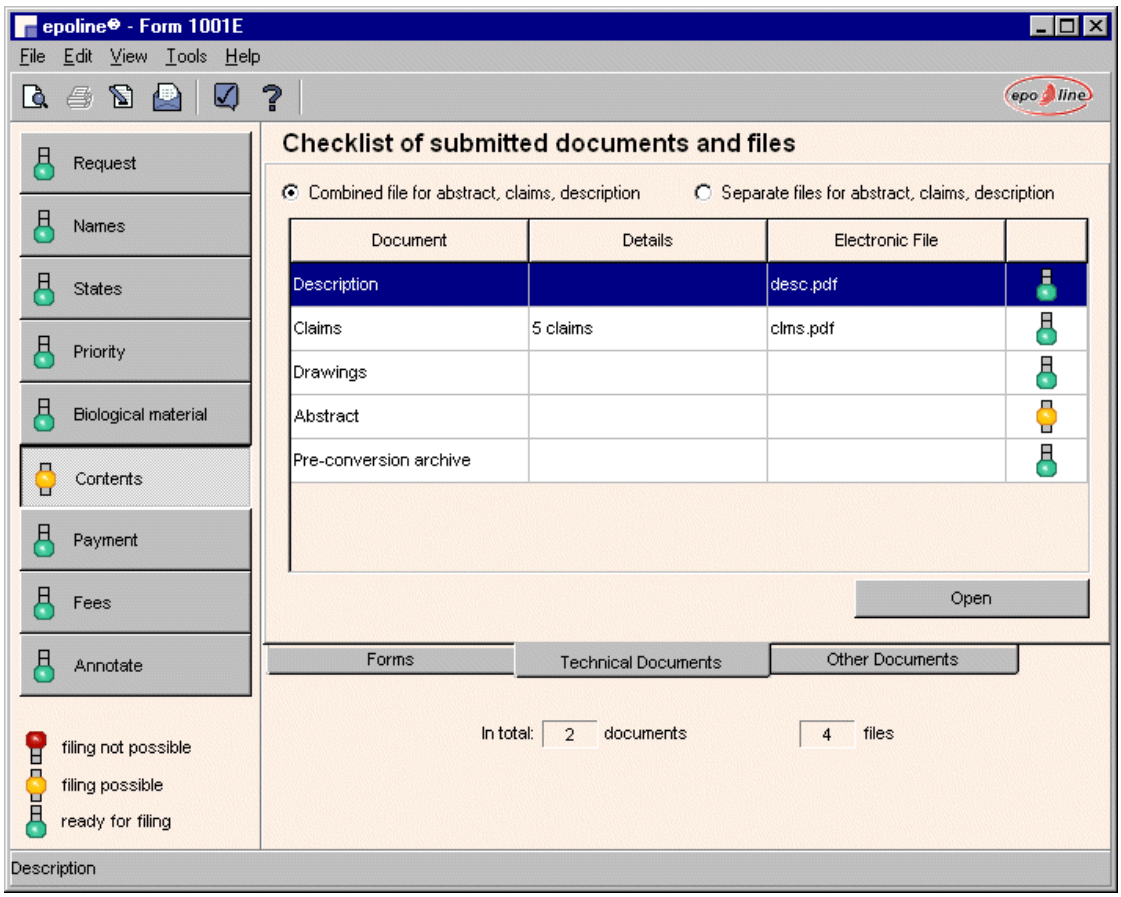


Figure 16 Tutorial: *Contents*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.6.1 Checking the status of documents

In the *Contents* section you can check the name of the attached document and its status.

1. Double click any document listed on a tab in the *Contents* section.

The *Documents* window opens.

2. Click an item in the document list on the left.
   The name of the attached *Electronic File* is displayed.
   The *status* is displayed.

In the example below the *Description* item is selected. The status is *Attached as "desc.pdf"*.

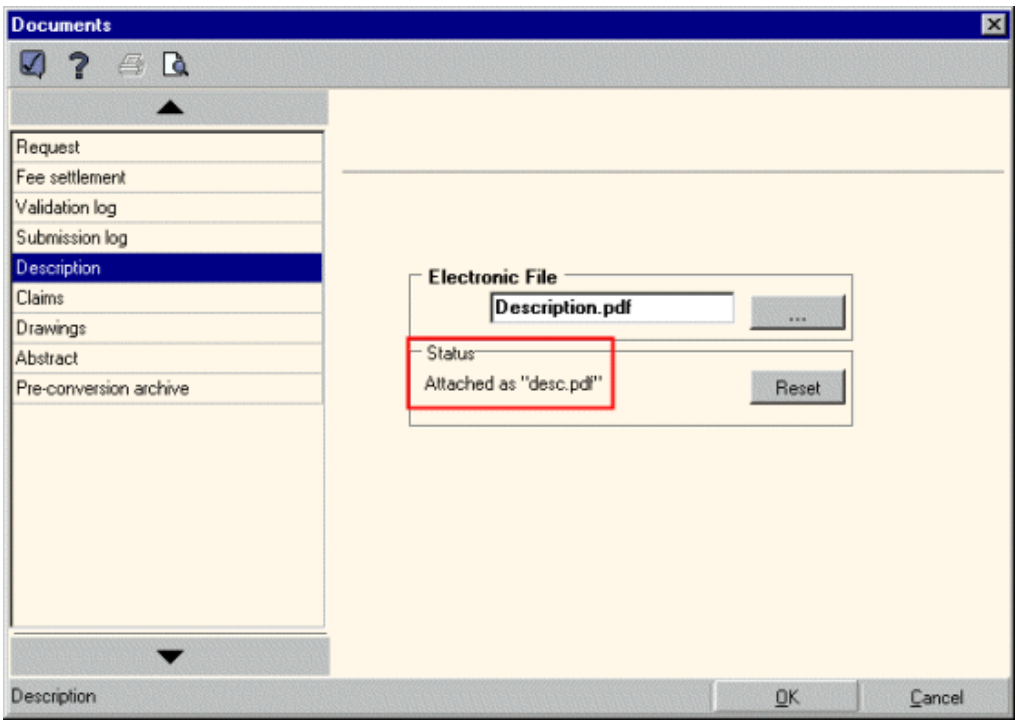


Figure 17 Tutorial: Status of attached document, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.6.2 Previewing documents

1. In the *Contents* section, click the **Open** button.

The *Documents* window opens.

2. Click an item in the list of documents on the left.
3. Click the **Preview** button to display the documents in PDF format.

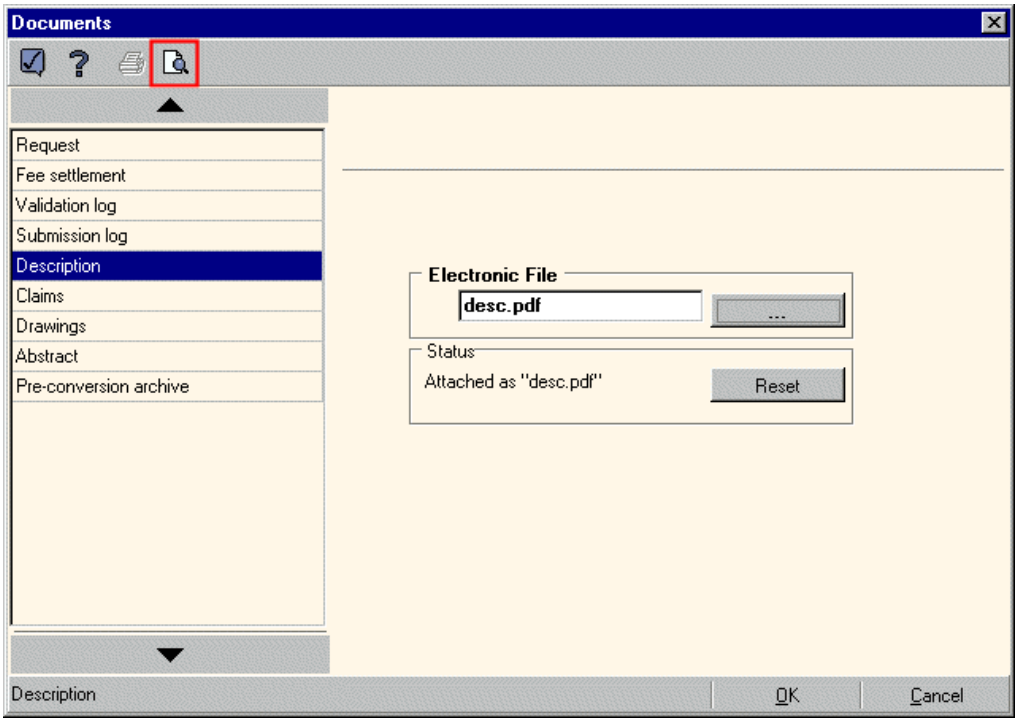


Figure 18 *Documents*, previewing documents

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.7 Payment

The *Payment* section

is where you specify payment type details.

1. Click the **Payment** section and then click the drop-down list to see what options are available.

2. Select the first option, **Automatic Debit Order**.
3. The currency is **EURO**.
4. For the deposit number type **28123456**.
5. For the account holder type **ABC Solicitors**.

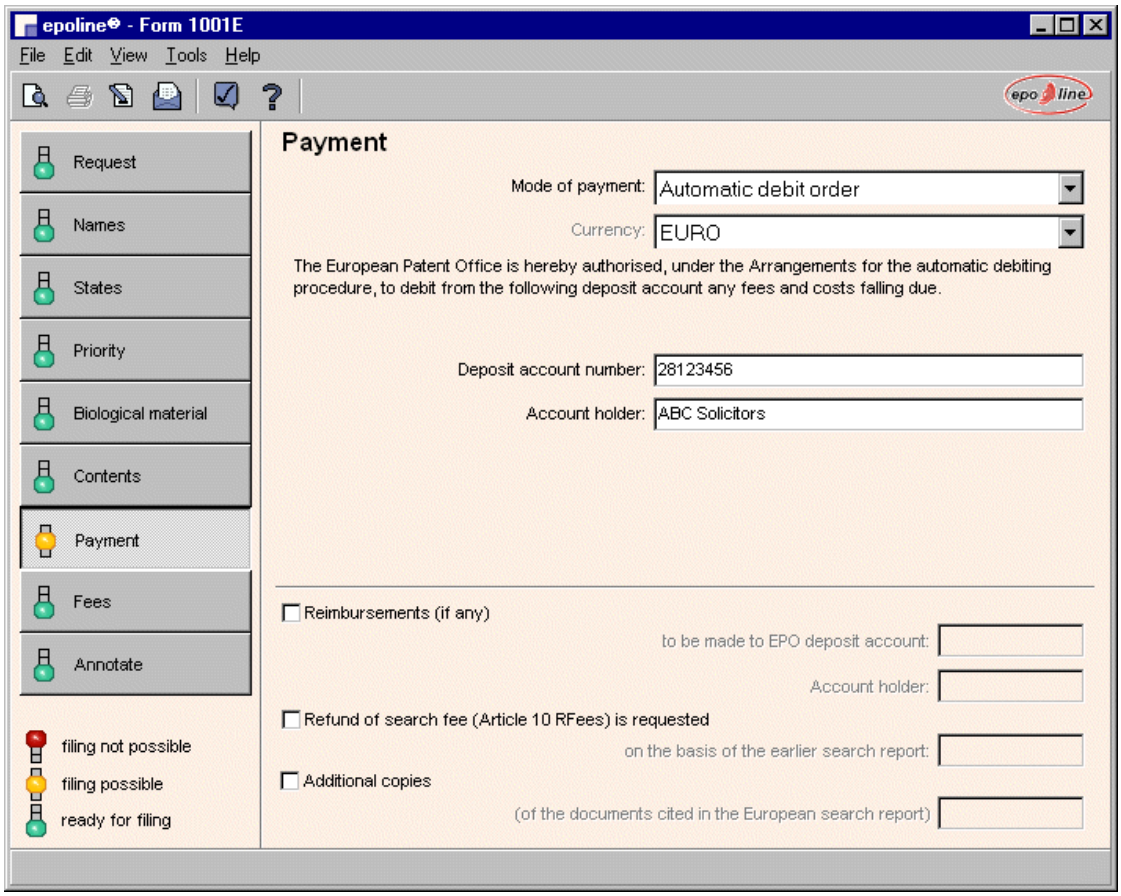

epoline® - Form 1001E
File Edit View Tools Help
Request
Names
States
Priority
Biological material
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Payment
Mode of payment: Automatic debit order
Currency: EURO
The European Patent Office is hereby authorised, under the Arrangements for the automatic debiting procedure, to debit from the following deposit account any fees and costs falling due.
Deposit account number: 28123456
Account holder: ABC Solicitors
Reimbursements (if any)
to be made to EPO deposit account:
Account holder:
Refund of search fee (Article 10 RFees) is requested
on the basis of the earlier search report:
Additional copies
(of the documents cited in the European search report)

Figure 19 Tutorial: *Payment*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.8 Fees

The *Fees* section

is where you indicate which fee schedule you intend to use.

1. Click the **Fees** section, and then click the tabs to see the options.
2. In the drop-down list *Fee schedule for EUR valid as of:* select the date offered.
3. Select the options to indicate which fees are to be paid. For the purposes of this tutorial, select **001 Filing fee**, **002 Search fee** and **015 Claims fee**.

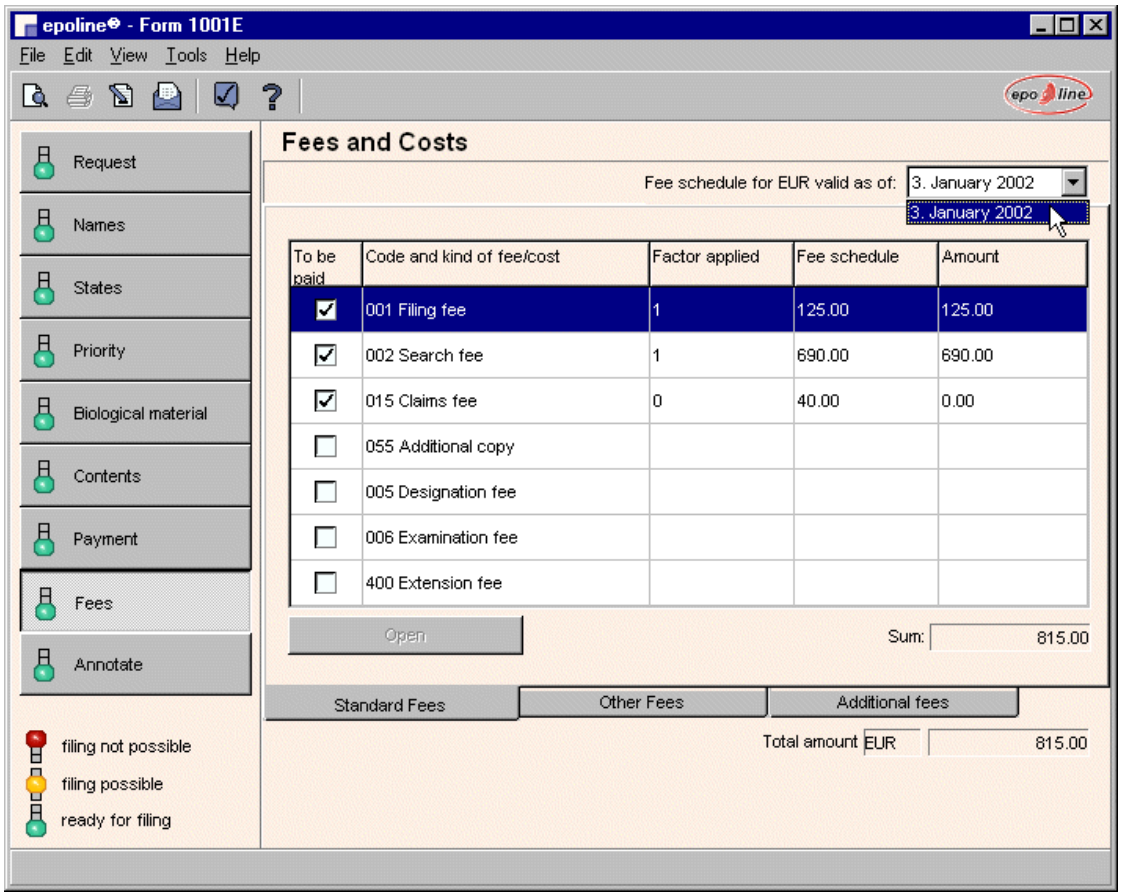


Figure 20 Tutorial: *Fees*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.8.9 Annotate

The *Annotate* section

is where you add comments to the application. A *note (for EPO)* is a comment intended for those receiving the application, as part of the data submitted. A *note (internal)* is for internal use only.

1. In the *Annotate* section, select **note (internal)** from the drop-down list.

2. Click the **Add** button.

The *Note (internal)* window opens.

3. Type your name in the Author box.
4. For the subject type **An internal note**.
5. In the box type **This remark will not be sent to the EPO** and then click **OK**.

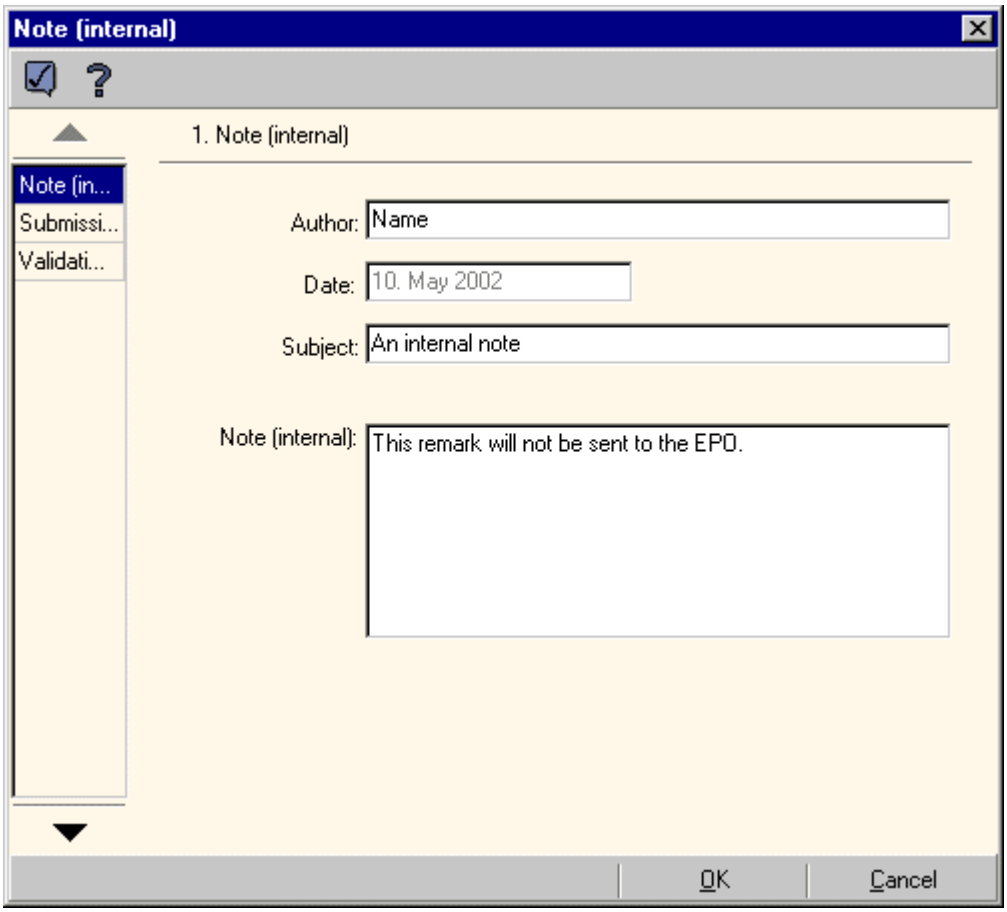


Figure 21 Tutorial: *Note (internal)*, sample data

2.9 Completing the application

You have now:

- filled in the application details
- attached the mandatory documents.

The final steps are to preview, sign and send the application.

2.9.1.1 Previewing the application

1. Select **File, Preview** from the form menu.
   The application displays in PDF format, with the information completed so far.

You can also click the **Preview** button to see the application.

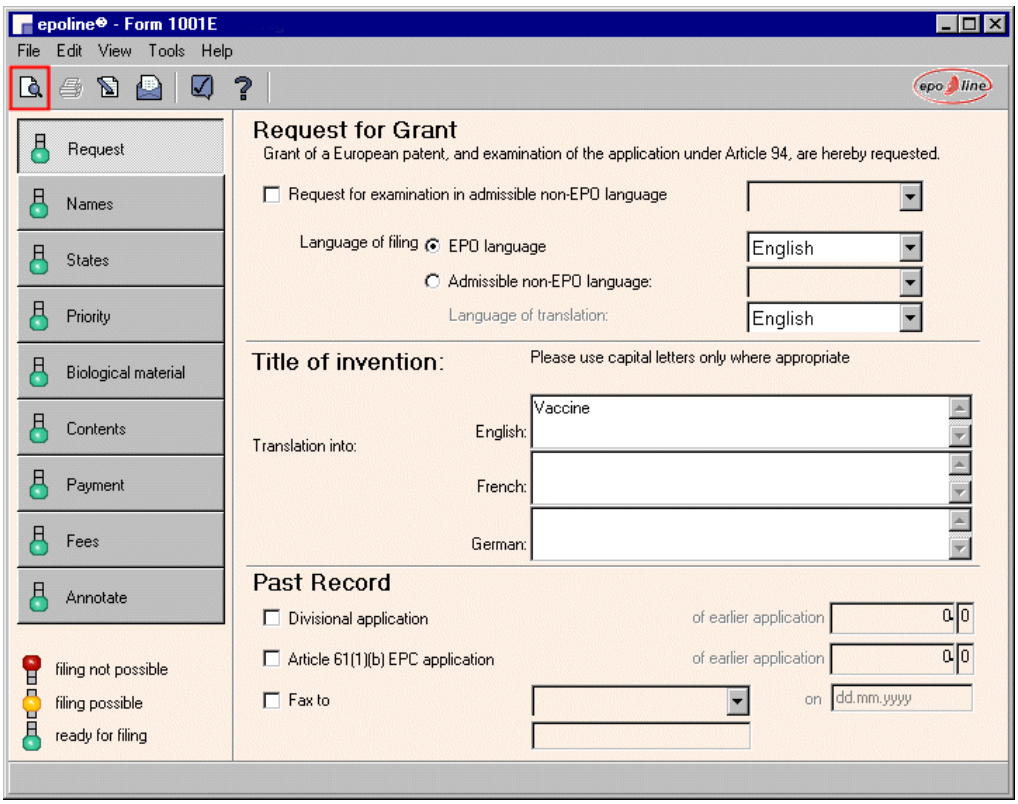


Figure 22 Tutorial: Previewing the application

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.10 Adding a signature

You have completed the request form. The next step is to sign it. There are three kinds of signature that can be applied:

- Alphabetical
- Facsimile
- Digital

For the purposes of our tutorial, we will add an alphabetical signature. An alphabetical signature is simply typed in. For more information see *Types of signature* on page 170.

1. In the completed form click the **Sign** button.

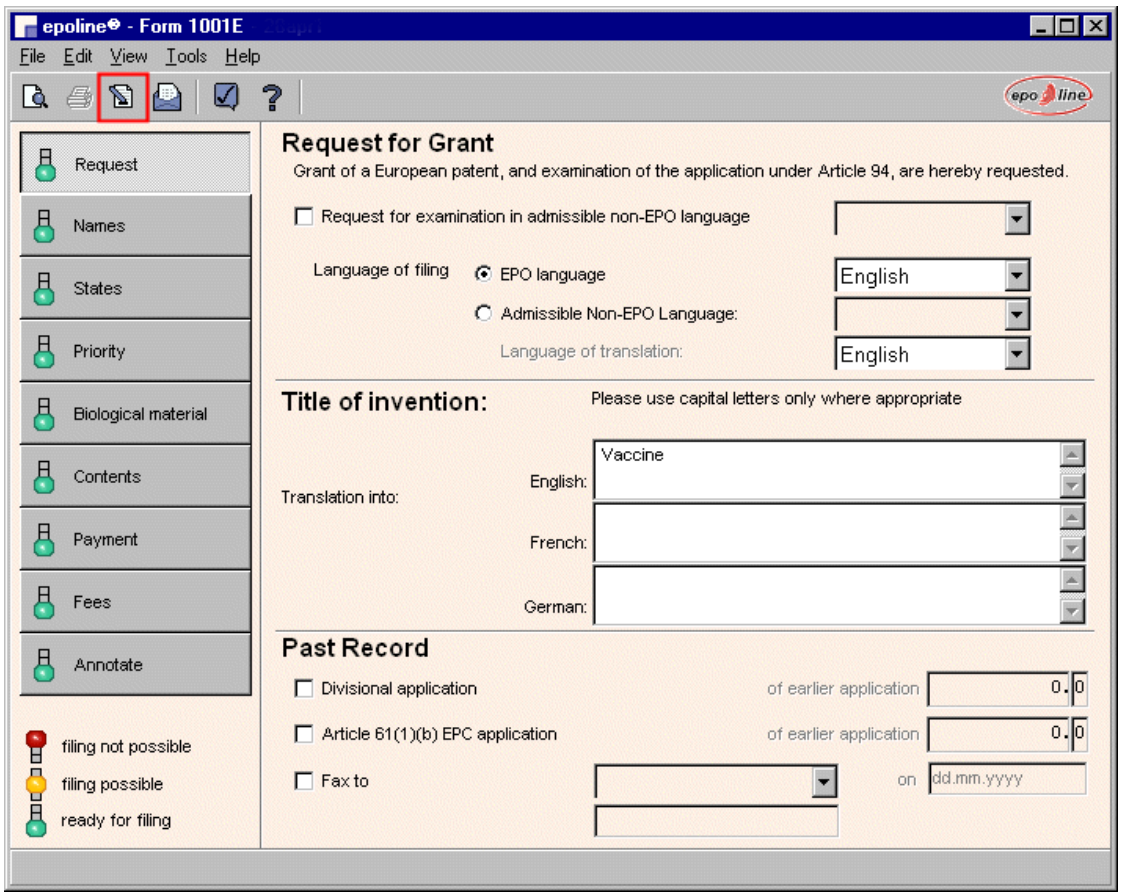


Figure 23 Tutorial: *Form 1001E*, sample data, signing application

The *Submission Preparation Progress* window opens.

2. Click the **Continue** button.

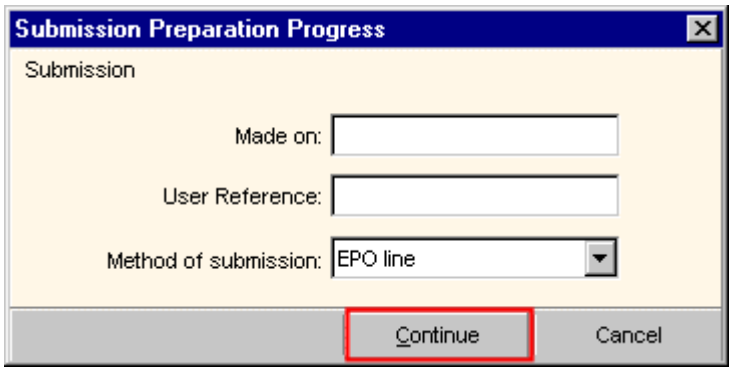


Figure 24 Tutorial: *Submission*, signing application

epoline® Online Filing checks that all the required information is included. The *Submission Preparation Progress* window expands.

When ***epoline***® Online Filing finishes its checks, the *Close* button appears.

3. Click the **Close** button.

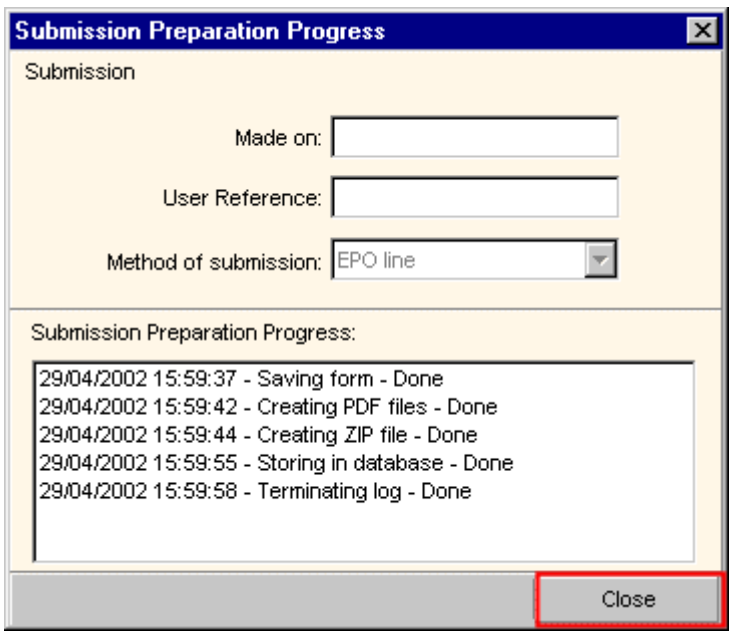
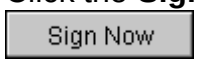

Submission Preparation Progress
Submission
Made on:
User Reference:
Method of submission:
EPO line
Submission Preparation Progress:
29/04/2002 15:59:37 - Saving form - Done
29/04/2002 15:59:42 - Creating PDF files - Done
29/04/2002 15:59:44 - Creating ZIP file - Done
29/04/2002 15:59:55 - Storing in database - Done
29/04/2002 15:59:58 - Terminating log - Done
Close

Figure 25 Tutorial: *Submission* window expanded

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

The *PDF Viewer* window opens.

4. Click the **Sign Now** button.



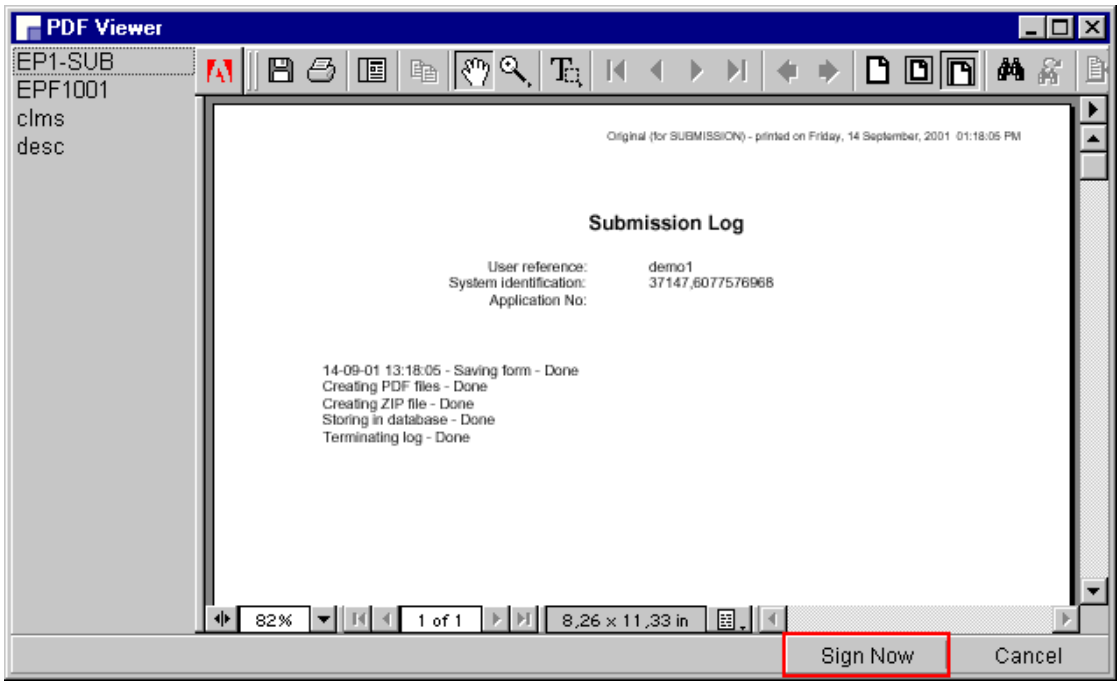


Figure 26 Tutorial: *PDF Viewer*, signing application

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

The *List of Signatories* window opens.

The Applicant you added earlier — Mr Peter Jones — is displayed.

5. Click the **Add Signatory** button.

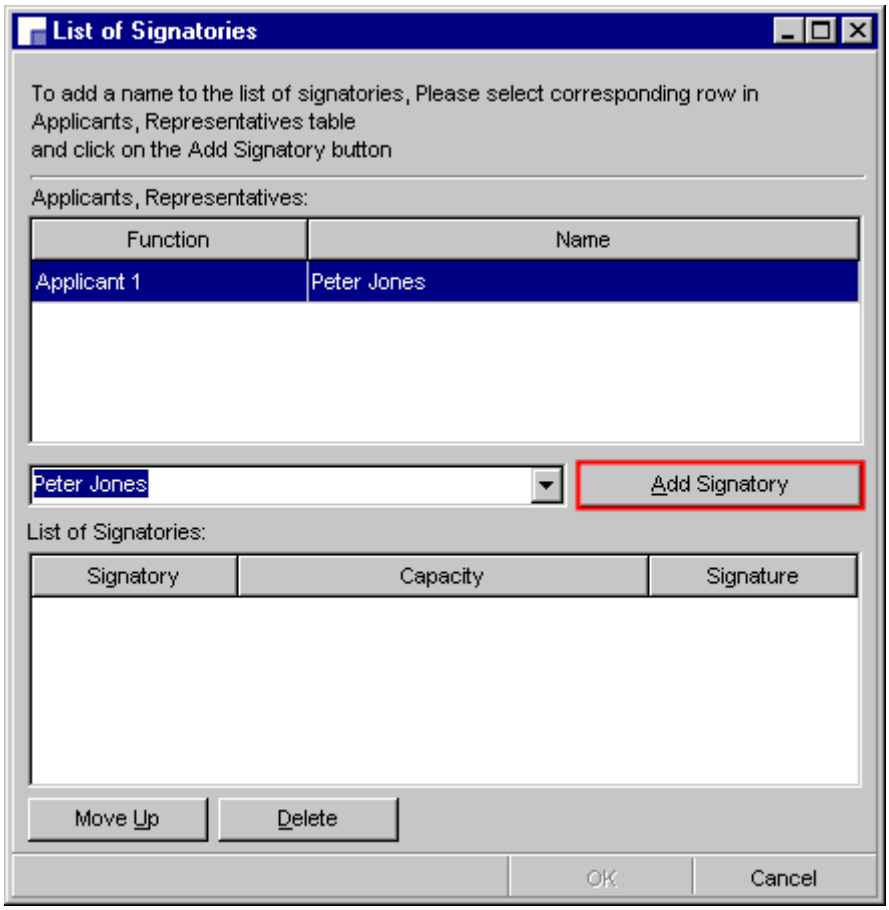


Figure 27 Tutorial: *List of Signatories*, sample data

The *Signature* window opens.

For our tutorial, we will apply an alphabetical signature.

6. Type /**Peter Jones**/ in the *Alphabetical signature* box and then click the **Apply Signature** button.

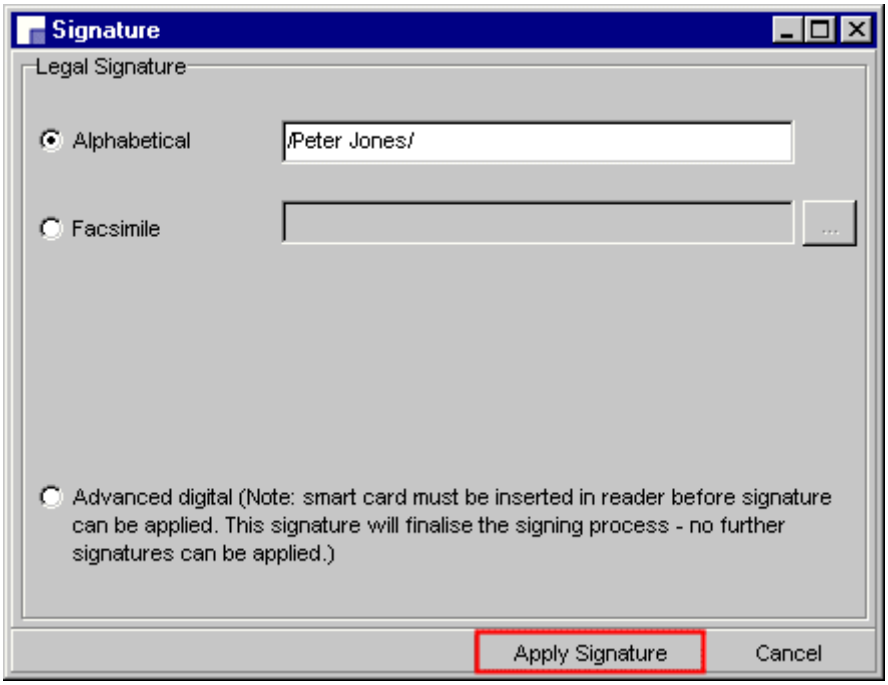

Signature
Legal Signature
Alphabetical
/Peter Jones/
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 28 Tutorial: *Signature*, sample data

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

The *List of Signatories* window is redisplayed.

The applicant's name now appears in the lower half of the screen in the *List of Signatories* section and includes information on the kind of signature used.

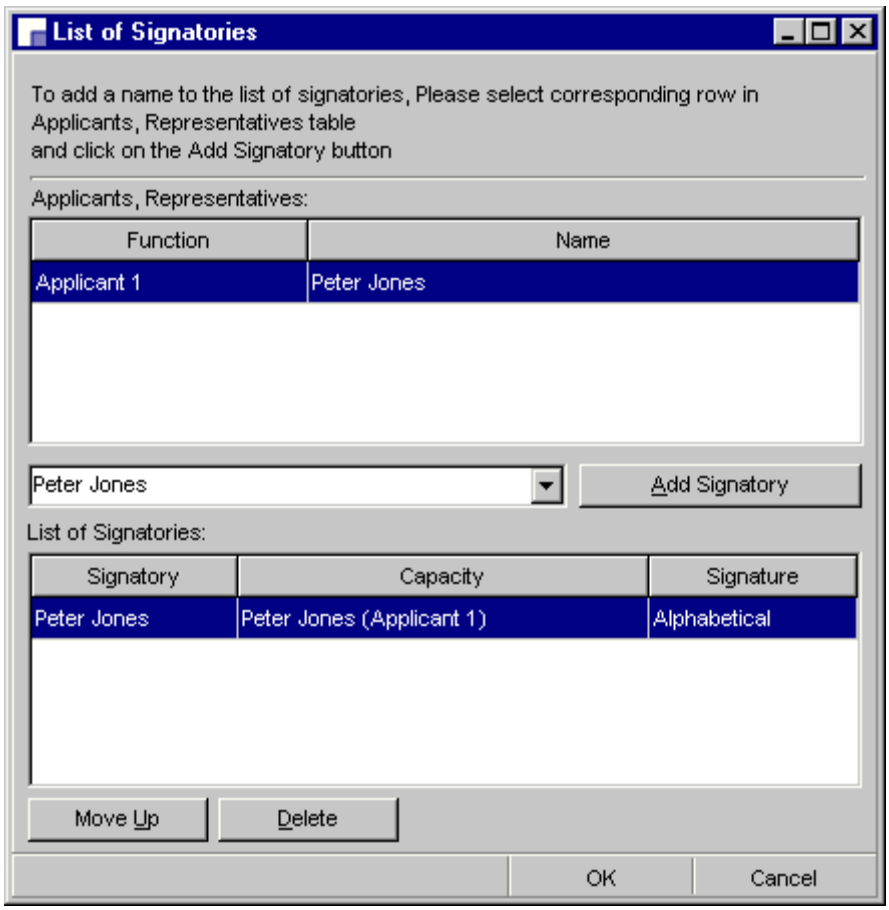


Figure 29 Tutorial: *List of Signatories*, sample signatory

7. Click **OK** to close the window and return to the ***epoline***® File Manager.

You will see a message that signing is in progress. Once ***epoline***® Online Filing has finished this process, the ***epoline***® File Manager window will open.

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

When an alphabetical signature is applied, ***epoline***® File Manager leaves the application in the *Ready to Sign* folder. For more information see *Types of signature* on page 170.

1. Click the application with your right mouse button.
2. In the pop-up menu select **Move to Ready to Send**.

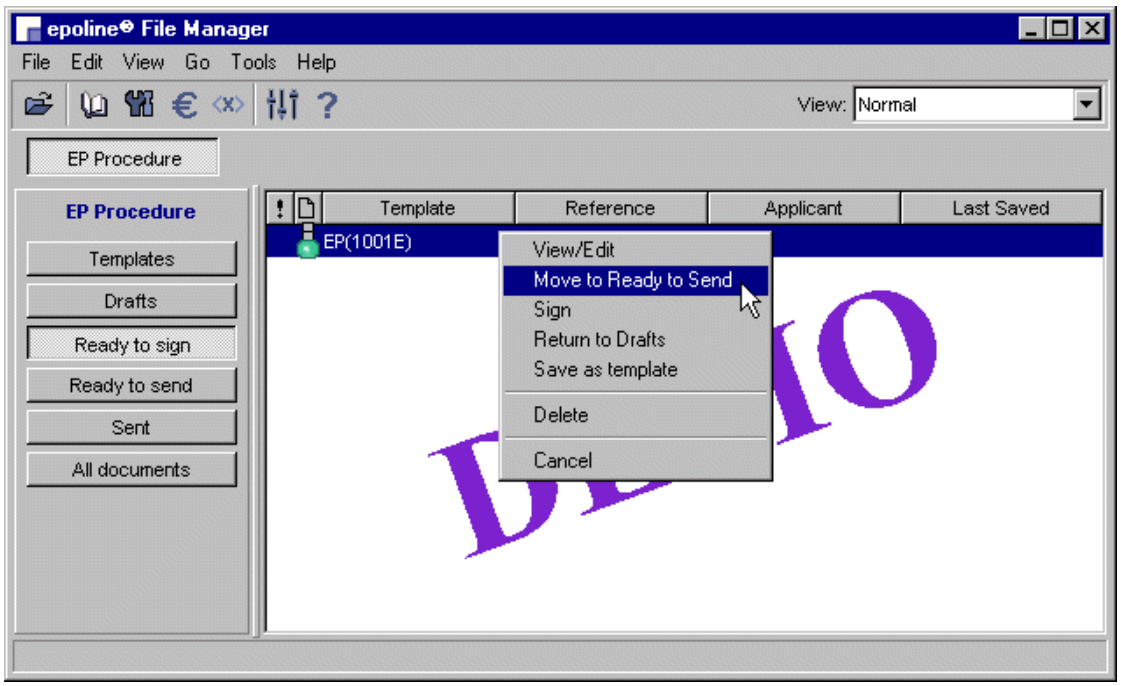


Figure 30 *epoline® File Manager*, *Move to Ready to Send*

New Form
ê
Request
ê
Names
ê
States
ê
Priority
ê
Biological Material
ê
Contents
ê
Payment
ê
Fees
ê
Annotate
ê
Sign
ê
Send

2.11 Sending the application

The application is completed and signed. The only thing left to do is to send it to the European Patent Office.

1. In the *Ready to Send* folder click an application with your right mouse button.
2. Select **Send** from the pop-up menu.

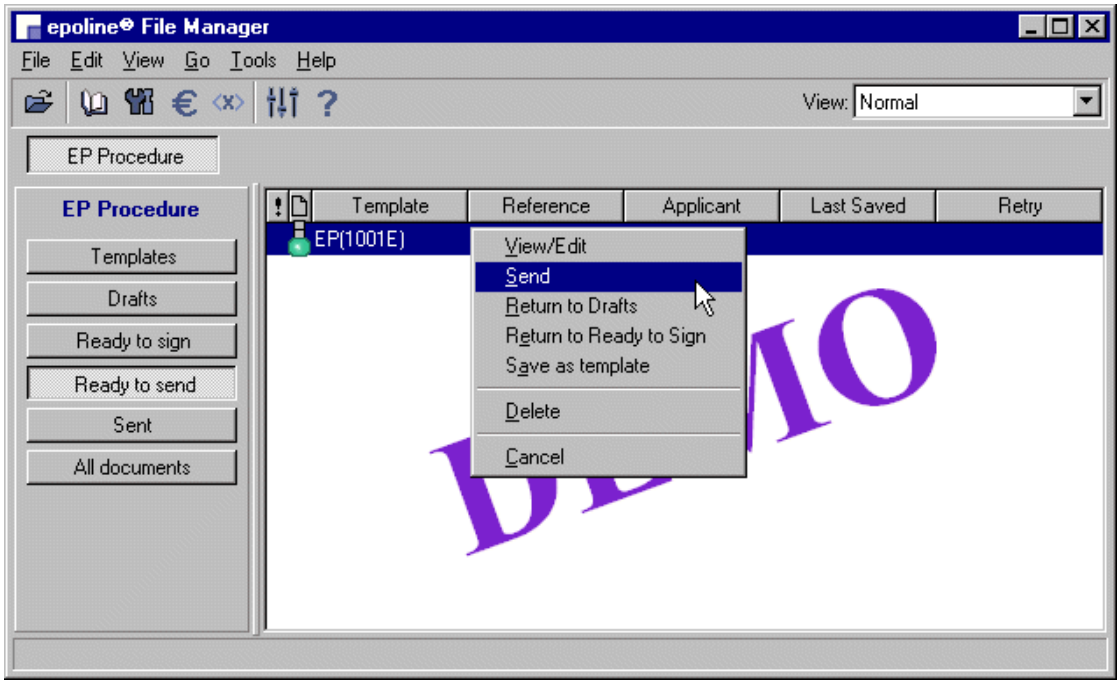
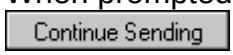


Figure 31 Tutorial: *epoline® File Manager*, *Ready to Send* folder

3. When prompted click the **Continue Sending** button.



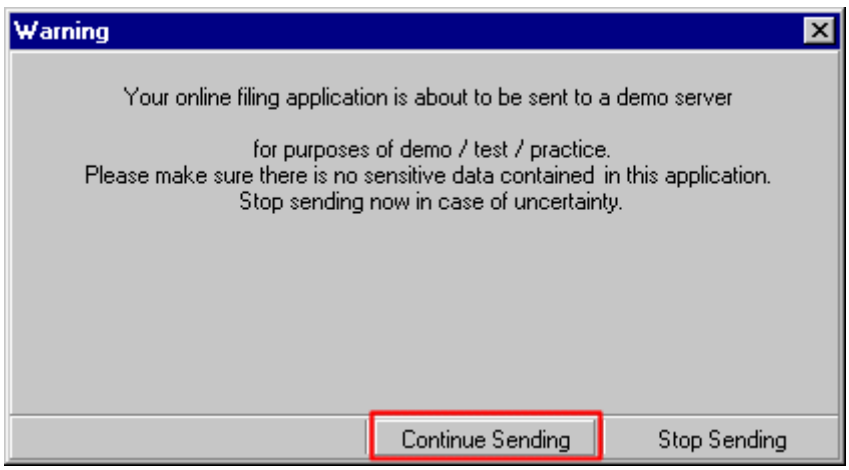

Warning
Your online filing application is about to be sent to a demo server
for purposes of demo / test / practice.
Please make sure there is no sensitive data contained in this application.
Stop sending now in case of uncertainty.
Continue Sending
Stop Sending

Figure 32 Tutorial: *Warning*, demo server

The *Please enter PIN* window opens.

4. Type in your *PIN*, and then click *OK*.

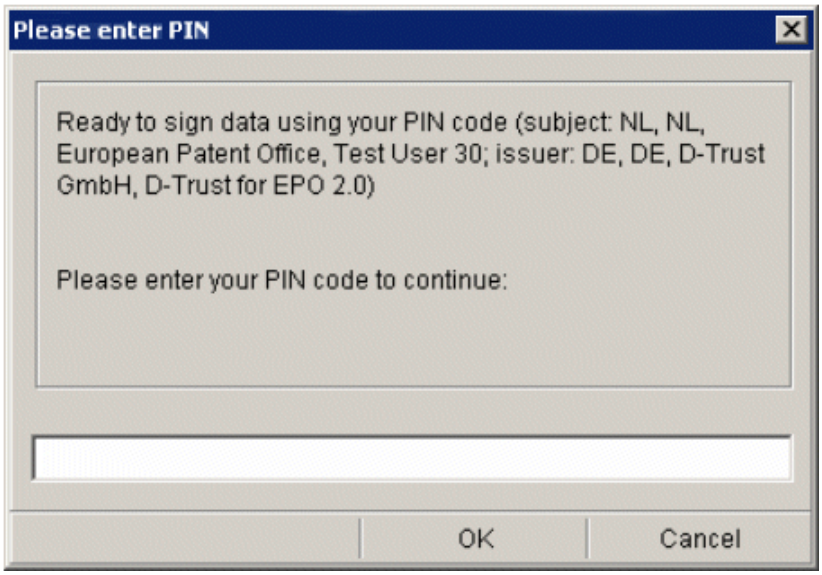

Please enter PIN
Ready to sign data using your PIN code (subject: NL, NL, European Patent Office, Test User 30; issuer: DE, DE, D-Trust GmbH, D-Trust for EPO 2.0)
Please enter your PIN code to continue:
OK
Cancel

Figure 33 Tutorial: *Please enter PIN*, sending application

epoline® Online Filing will inform you of its progress as it transmits the application to the demo system.

For more information on sending an application, see *Ready to Send folder* on page 207.

You can return to the ***epoline***® File Manager whenever you wish.

1. Click the ***epoline***® **File Manager** button in the Windows status bar.

2.12 Tutorial summary

This tutorial presented a simplified step-by-step introduction to ***epoline***® Online Filing. You completed a European patent application and signed it with an alphabetical signature. You then supplied a PIN and sent the application electronically to a demo server at the European Patent Office. The other sections of this guide present more in-depth information about completing, signing and sending patent applications.

epoline® Online Filing

Version 2

Preparing a European application EP procedure EP(1001E)

In this section:

3 PREPARING A EUROPEAN PATENT APPLICATION 41

3.1 OVERVIEW OF FORM EP(1001E) 41
3.2 REQUEST, FORM 1001E 50
3.3 NAMES, FORM 1001E 52
3.4 STATES, FORM 1001E 58
3.5 PRIORITY, FORM 1001E 61
3.6 BIOLOGICAL MATERIAL, FORM 1001E 63
3.7 CONTENTS, FORM 1001E 71
3.8 PAYMENT, FORM 1001E 92
3.9 FEES, FORM 1001E 94
3.10 ANNOTATE, FORM 1001E 100
3.11 SAVING FORM 1001E 105

European Patent Office

3 Preparing a European patent application

3.1 Overview of Form EP(1001E)

epoline® Online Filing enables you to submit patent applications electronically to the European Patent Office. Form EP(1001E) is the electronic equivalent of Form 1001 for submitting a European patent application.

Form 1001E contains information sections down the left-hand side. These represent the types of information you need to complete for patent application. Form 1001E also has a menu and a toolbar to help you carry out tasks related to completing the form. The red traffic light colour indicates mandatory information.

3.1.1 Creating a new Form EP(1001E)

1. Select **File, New Form, EP(1001E)** from the ***epoline***® File Manager window.

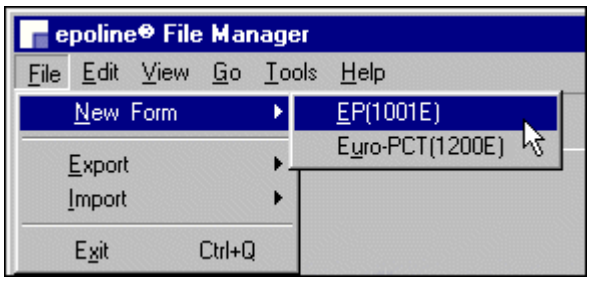


Figure 34 ***File, New Form, EP(1001E)***

You can also double click a template in the ***epoline***® File Manager *Templates* folder. For more information see *Templates folder* on page 197.

2. When prompted select a language and supply a user reference. This reference must be unique. It is the name of this patent application.

Figure 35 Form 1001E, ***New application***

3.1.1.1 Using categories

Categories allow you to organise your patent applications and Address Book entries into groups that you define.

3. If you wish, select the option **Use *epoline*® File Manager categories**, and then click **OK**.

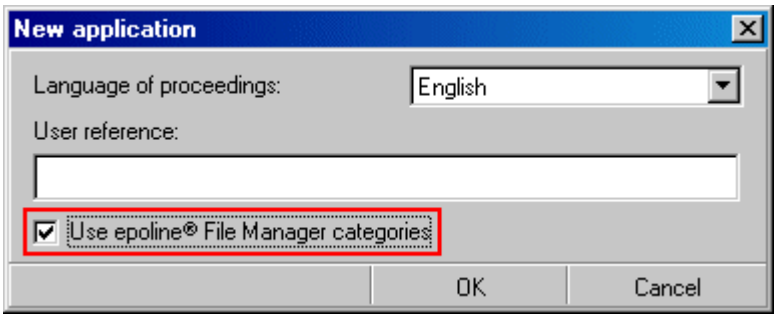


Figure 36 *New application*, categories option

The *Information* prompt for *user-defined categories* opens.

4. Click **OK** to confirm that you wish to use categories.

Figure 37 *Information*, user-defined categories

The *New application* window expands.

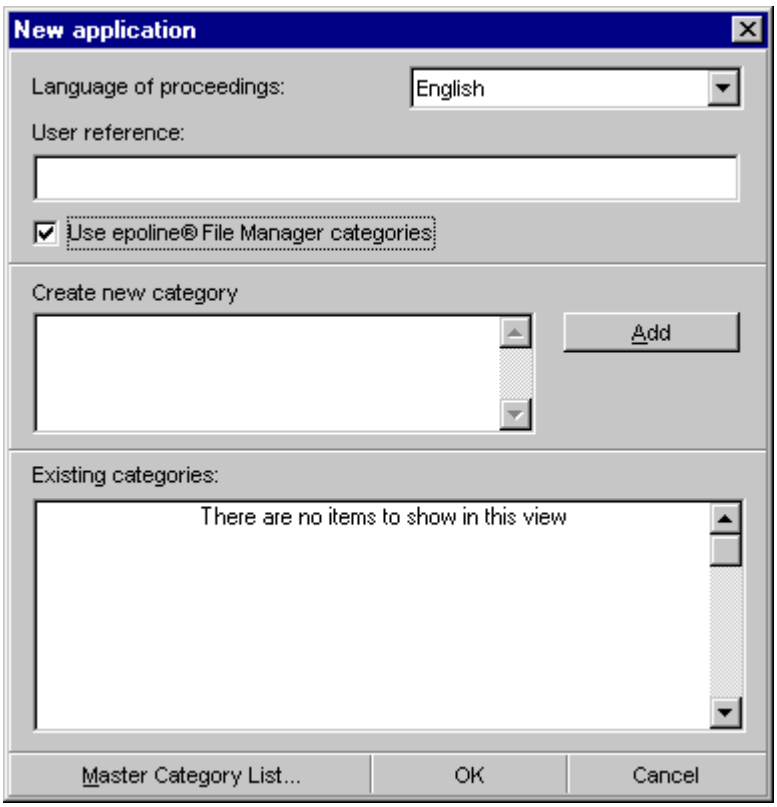


Figure 38 New application window expanded

5. To add a new category, click the **Master Category List…** button.

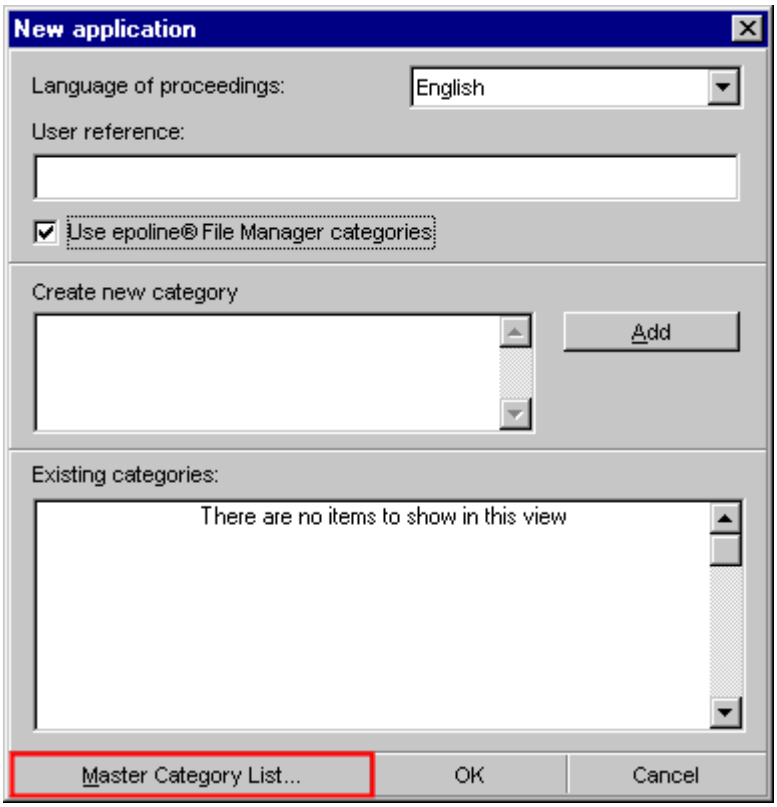


Figure 39 ***New application*****, master categories**

The *Master Category List* window opens.

6. Type a **category name** that is meaningful to you, and then click the **Add** button.

7. Add more categories if you wish, and then click **OK** to close the window.

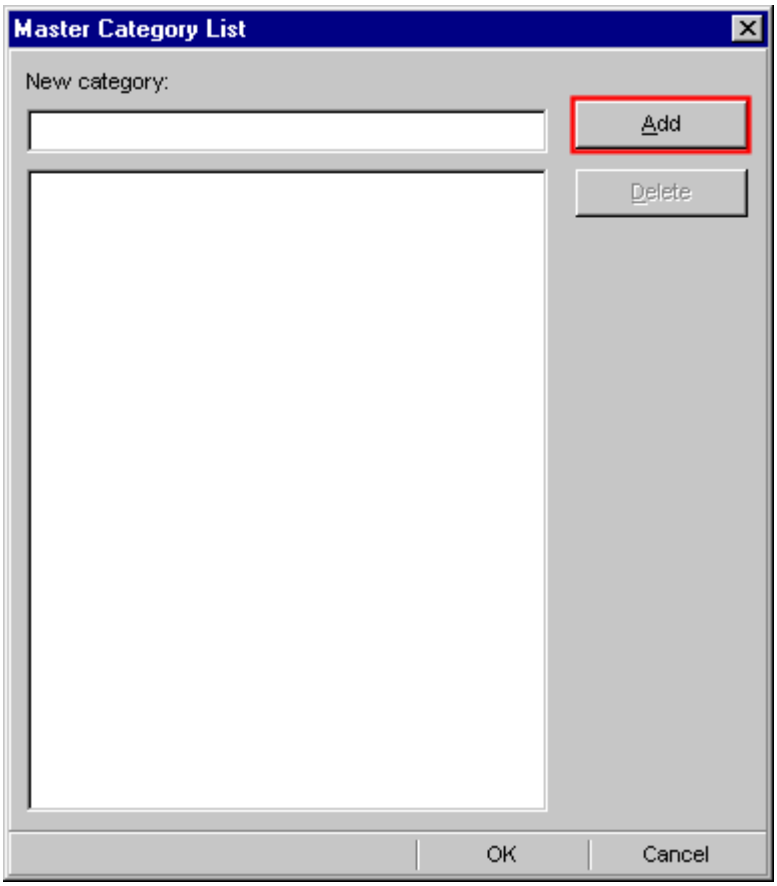


Figure 40 *Master Category List*

Once you have created categories you can use them to sort applications in the ***epoline***® File Manager. For more information see *Sorting applications* on page 212. You can also apply these categories to entries in your Address Book. For more information see *Displaying Address Book entries by category* on page 212.

Once you enter a user reference and click **OK**, a new Form 1001E opens.

Form 1001E contains information sections down the left-hand side. These represent the types of information you need to complete for your patent application. Form 1001E also has a menu and a toolbar to help you carry out tasks related to completing the form. The red traffic light colour indicates mandatory information.

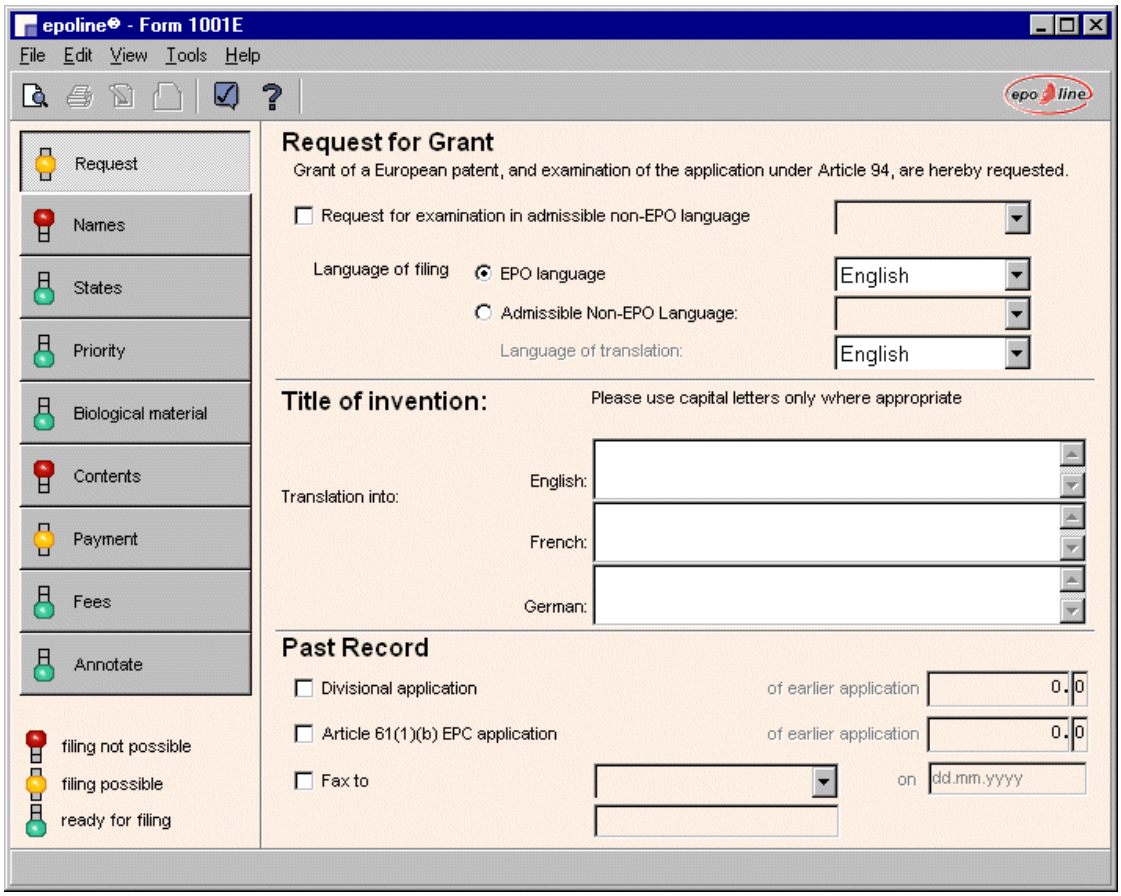
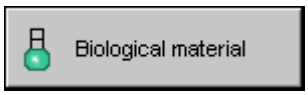


Figure 41 Form 1001E, opening window

3.1.2 Form 1001E sections

Form 1001E sections organise the information you need to complete a European patent application.

Section	Description
	Request grant of EP patent and give application a title. Set the language
	Enter applicant details
	Select the geographical area for the application
	Claim national, regional or international priority
	Input details of biological material filed if relevant Name depositary institution
	Attach description, claims and other documents in PDF format
	Set payment choices
	Set fee choices
	Add notes to application

3.1.3 Form 1001E menu options

The Form 1001E menu allows you to carry out common tasks.

Menu		Description
File	Sign	Add electronic signatures
	Save as Ready to Sign	Move to the *Ready to sign* folder
	Save as Draft	Save work so far for later completion
	Save as Template…	Save work as a basis for creating new forms
	Export to XML file	Save in eXtended Markup Language format
	Preview	Display the form in PDF format
	Close Form	Shut current patent application
Edit	Undo *(Ctrl Z)*	Reverse last action or clear the screen
	Copy *(Ctrl C)*	Make a duplicate of selected item
	Copy to Address Book	This option appears when a name is selected
	Copy to Receipt Book	This option appears when a Deposit (of biological material) is selected
	Paste *(Ctrl V)*	Insert duplicated item
	Note (for EPO)	Add a comment intended for the EPO, as part of the data submitted
	Note (internal)	Add a comment for internal use only, not for transmission to the EPO
View	Request	Display the Request section
	Names	Display the Names section
	States	Display the States section
	Priority	Display the Priority section
	Biological Material	Display the Biological Material section
	Contents	Display the Contents section
	Payment	Display the Payment section
	Fees	Display the Fees section
	Annotate	Display the Annotate section
Tools	Validation	See Validation messages and remarks
Help	Contents	Accesses the Help file
	About ***epoline***®	Displays ***epoline***® general information and Customer Services details

3.1.4 Form 1001E toolbar options

Form 1001E toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page
	Prints the page
	Signs the form
	Saves the form as ready to sign
	Validation
	Opens the Help window

Hover your mouse pointer over a button to see a brief description of what it does. If a function is not available at this point the button will be unavailable.

In general throughout Form 1001E you can double click an entry to open it. You can also click your right mouse button to see a pop-up menu.

3.2 Request, Form 1001E

The *Request* section of Form 1001E is the first one selected in a new European patent application. There are three parts to the *Request* section of the application form:

- Request for grant
- Title of invention
- Past record

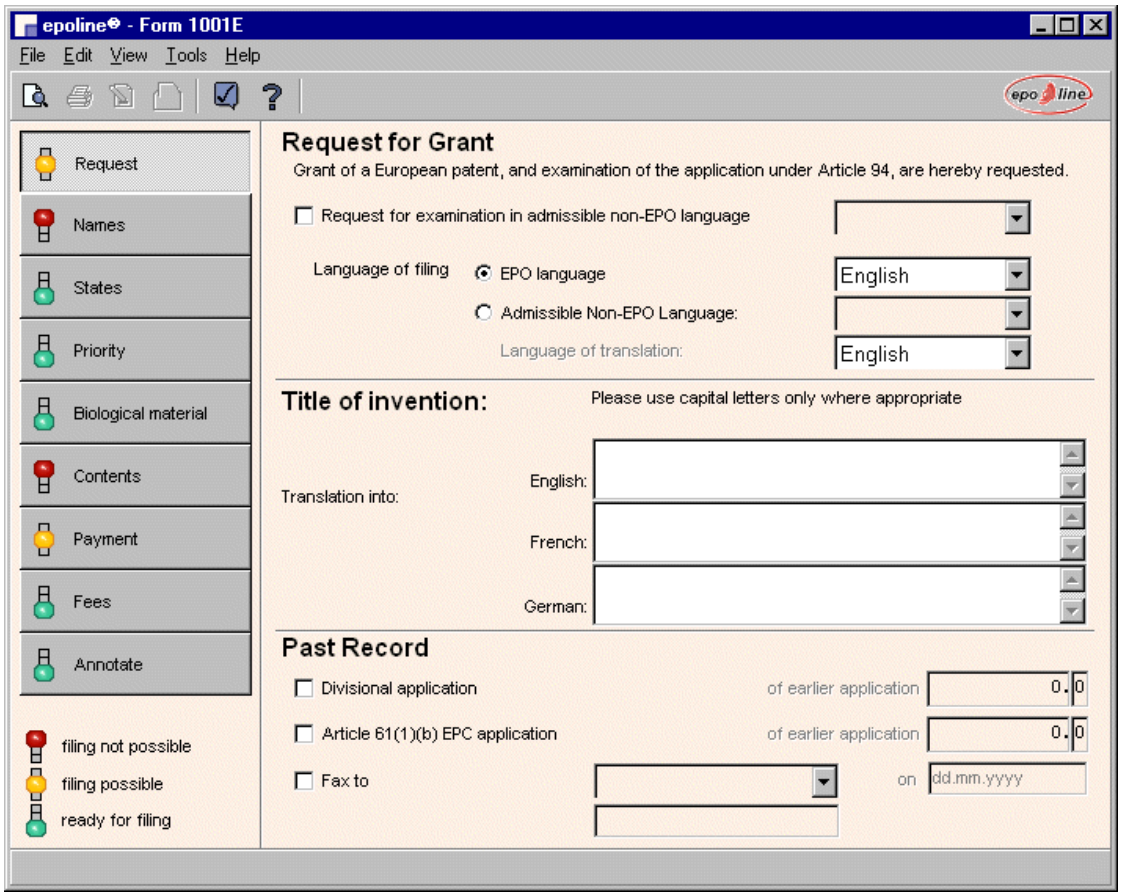


Figure 42 Form 1001E, *Request* section

3.2.1 Request for grant

Select the filing language for your application from the drop-down list.

3.2.2 Title of invention

Type a title for the invention in the language of your choice. Please use capital letters only where appropriate. You may enter translations for this title if you wish.

3.2.3 Past record

Select any of the options that are relevant.

3.2.4 Request pop-up menu

Click the right mouse button on an item to see the pop-up menu. You can undo the last action or use the Windows *clipboard* to cut, copy or paste the text. You can also delete the title.

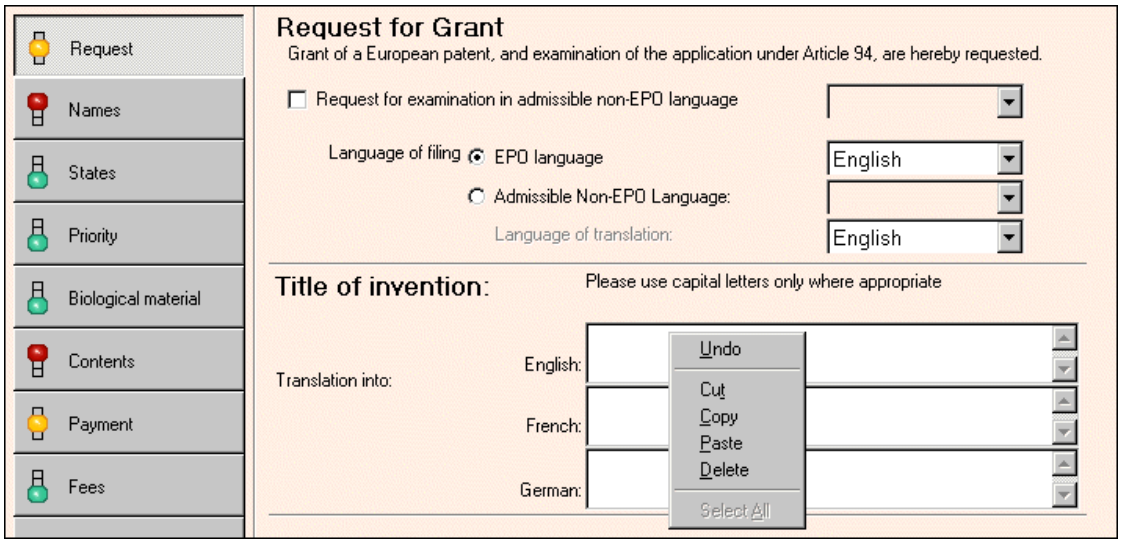


Figure 43 Form 1001E, *Request* pop-up menu

3.3 Names, Form 1001E

The *Names* section of Form 1001E is where you supply details of the persons involved in this application. You can enter the address for correspondence here. Note the red traffic light when you first open this section. This means that certain information in this section is mandatory.

The functions you can enter are applicants, representatives and inventors. For applicants and representatives you have a choice of types of entity. For corporate entities enter a name but not a first name.

Function	Type of entity	Description
Applicant	Legal person	A corporate entity (name only)
	Natural person	Individual (name and first name)
Representative	Association	A corporate entity (name only)
	Authorised representative	Individual (name and first name)
	Legal practitioner	Individual (name and first name)
Inventor	Natural person	Individual (name and first name)

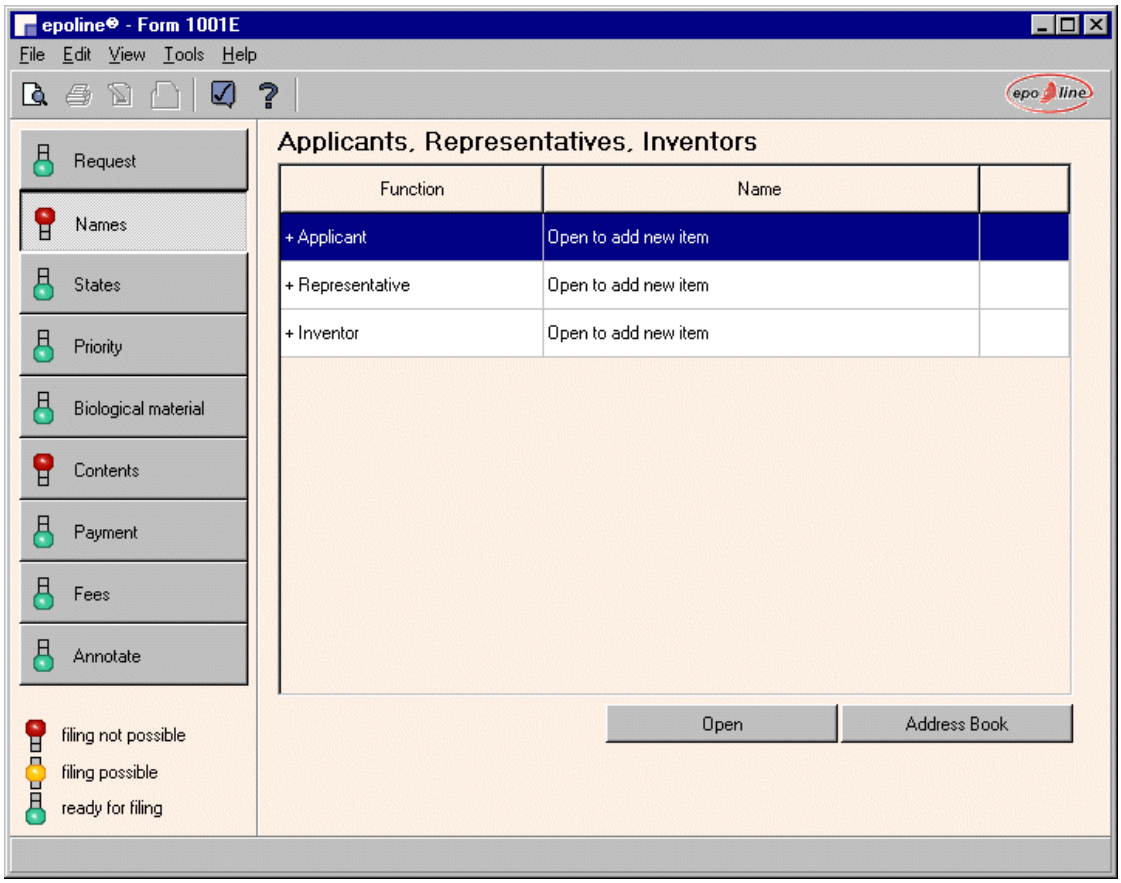
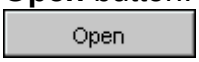


Figure 44 Form 1001E, *Names* section

3.3.1 Completing names and details

1. In the *Names* section of Form 1001E select a function and click the **Open** button.

   (Or double click the function name: *Applicant*, *Representative* or *Inventor*).

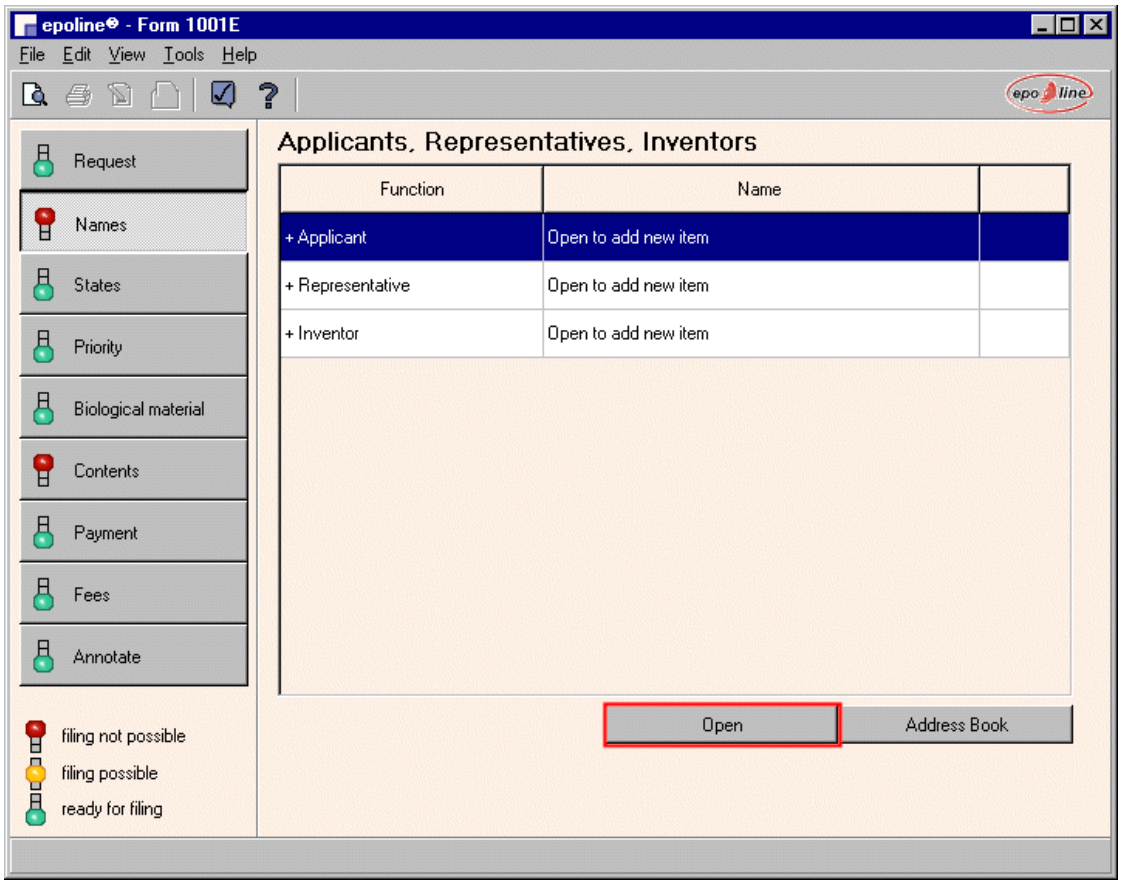


Figure 45 Form 1001E, *Names*, completing details

Applicant

The corresponding window opens, for example the *Applicant* window.

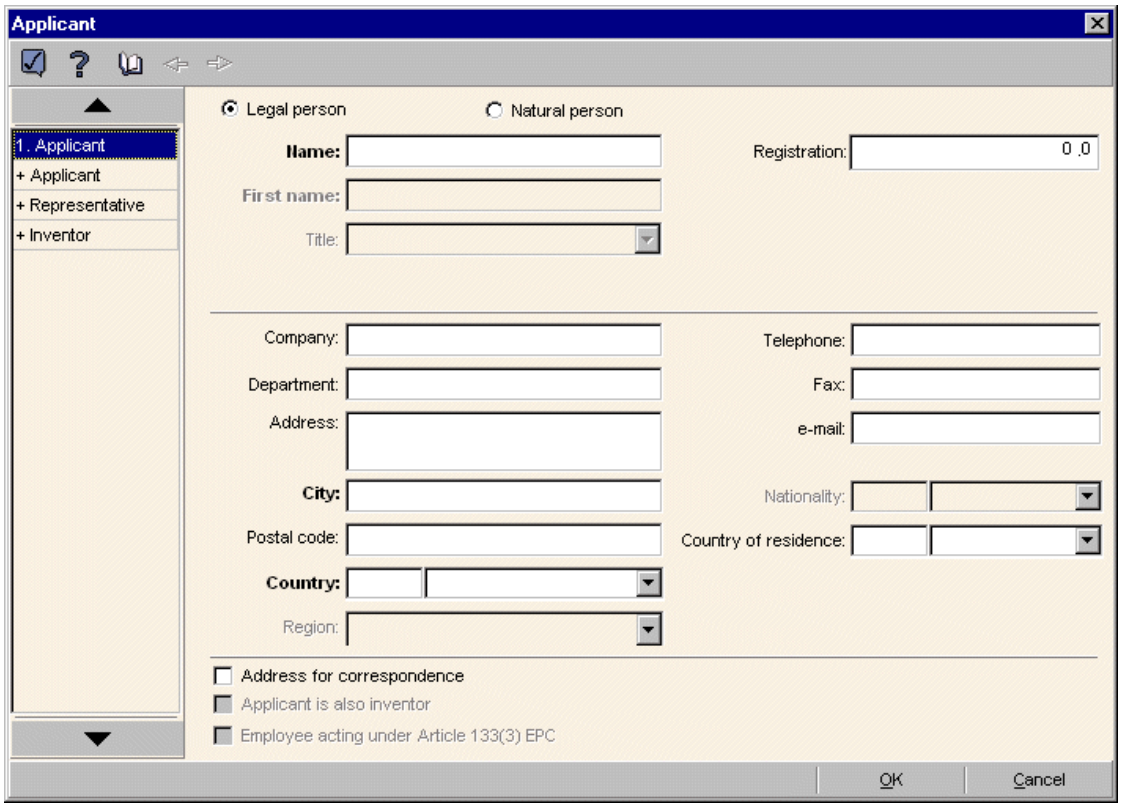


Figure 46 *Applicant*, blank form

1. Select the option on the left which indicates the kind of function you are creating: applicant, employee or inventor.
2. Indicate whether the entry is for a *legal person*, that is, a corporate entity, or a *natural person*. If you select a legal person, the *First name* and *Title* options are unavailable.
3. Enter the details. The required information is displayed in **bold** typeface.
4. Click **OK** to return to *Form 1001E*.

To add additional applicant names click the +Applicant option, and then click the Open button. As you add applicants, ***epoline***® Online Filing numbers them in order. To add additional representatives click the **+ Representative** option. To add additional inventors click the **+ Inventor** option.

Enter the telephone number as it is dialled within the country. You do not need to add the international dialling code.

Inventor

Double click the inventor function in the *Names* section to open the *Inventor* window. If you select the Waiver or Renunciation checkboxes at the bottom of the form, the appropriate files are displayed automatically in the *Contents* section, on the *Forms* tab.

3.3.2 Deleting a name

1. In Form 1001E, *Names section*, click a name with your right mouse button.
2. In the pop-up menu select **Delete**.

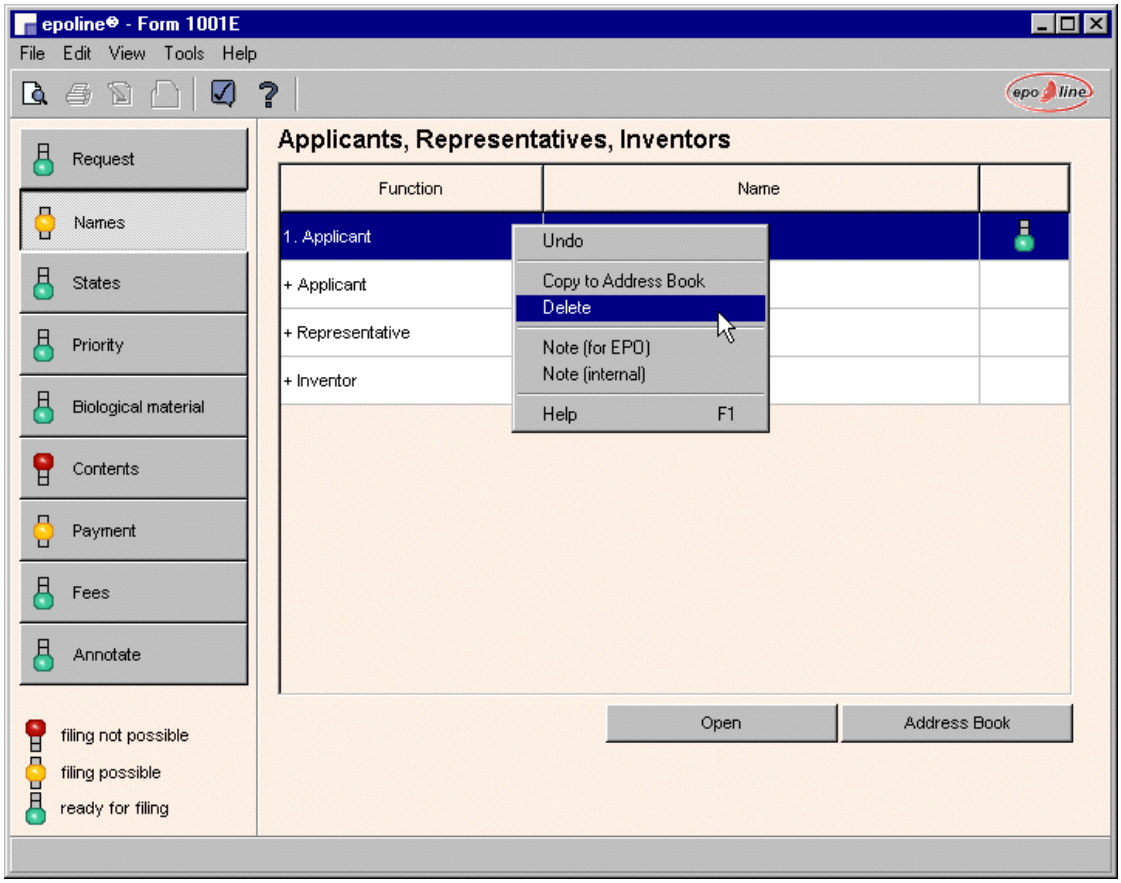


Figure 47 Form 1001E, *Names* section, *Delete*

3.3.3 Names pop-up menu

Click the right mouse button on an item in the *Names* section of Form 1001E to see the menu. You can copy the name to the Address Book or delete it. You can add a Note (for EPO). This will be transmitted to the European Patent Office. You can also add a Note (internal). This will not be transmitted to the EPO.

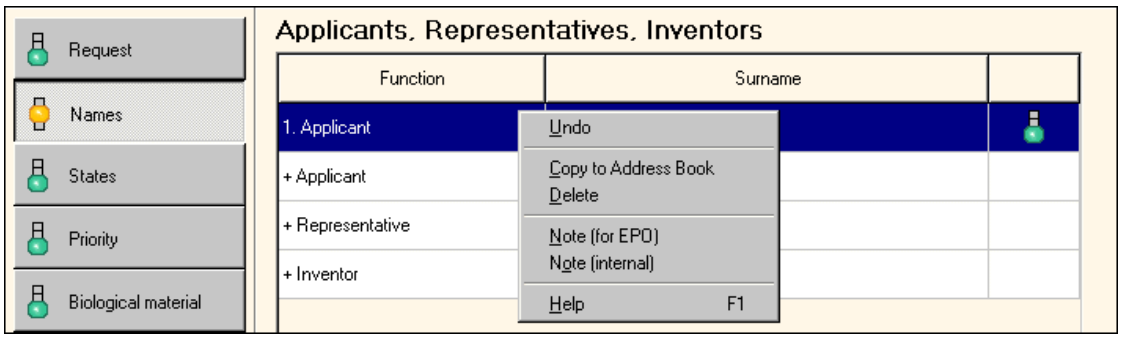


Figure 48 Form 1001E, *Names* pop-up menu

3.4 States, Form 1001E

The *States* section of Form 1001E is where you designate the countries in which you require patent protection. You may also select participating extension states.

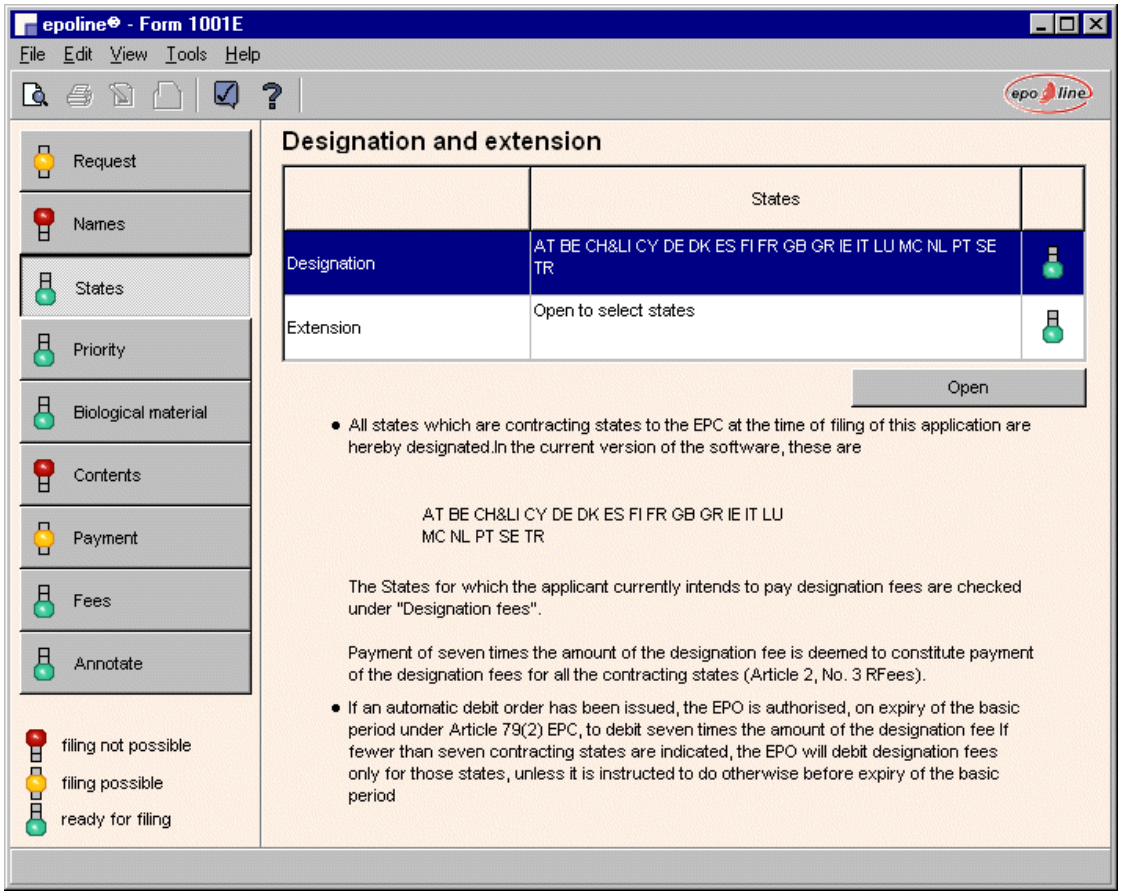

epoline® - Form 1001E
File Edit View Tools Help
Request
Names
States
Priority
Biological material
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Designation and extension
States
Designation
AT BE CH&LI CY DE DK ES FI FR GB GR IE IT LU MC NL PT SE TR
Extension
Open to select states
Open
All states which are contracting states to the EPC at the time of filing of this application are hereby designated.In the current version of the software, these are
AT BE CH&LI CY DE DK ES FI FR GB GR IE IT LU MC NL PT SE TR
The States for which the applicant currently intends to pay designation fees are checked under "Designation fees".
Payment of seven times the amount of the designation fee is deemed to constitute payment of the designation fees for all the contracting states (Article 2, No. 3 RFees).
If an automatic debit order has been issued, the EPO is authorised, on expiry of the basic period under Article 79(2) EPC, to debit seven times the amount of the designation fee If fewer than seven contracting states are indicated, the EPO will debit designation fees only for those states, unless it is instructed to do otherwise before expiry of the basic period

Figure 49 Form 1001E, *States* section

To designate contracting states:

1. Double click the **Designation** item.

The *Designation of states* window opens.

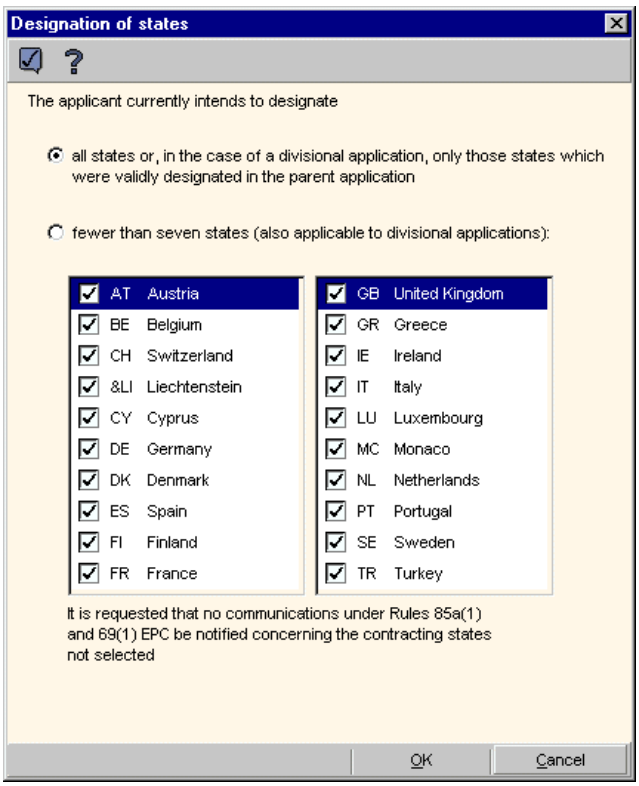


Figure 50 *Designation of states*

2. Select either the option for all states or the option for fewer than seven states, and then click **OK**.

3. If required, double click the *Extension* item.

The *Extension fees* window opens.

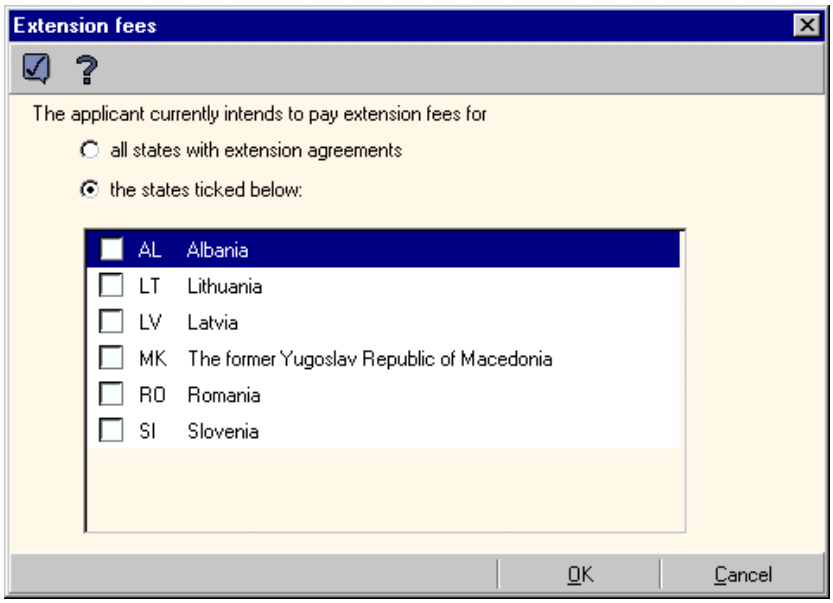


Figure 51 Form 1001E, *Extension fees*

4. Select the option for all states, or specify the ones you require, and then click **OK**.

3.4.1 States pop-up menu

Click the right mouse button on an item in the *States* section of Form 1001E to see the pop-up menu. You can undo an action. You can add a Note (for EPO). This will be transmitted to the European Patent Office. You can also add a Note (internal). This will not be transmitted to the EPO.

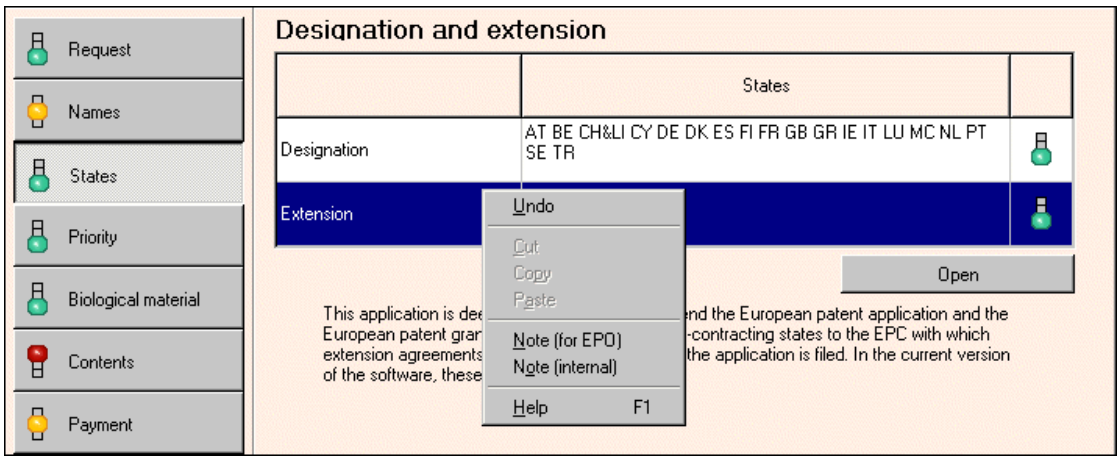


Figure 52 Form 1001E, *States* pop-up menu

3.5 Priority, Form 1001E

The *Priority* section of Form 1001E is where you specify details of the priority application you wish to claim.

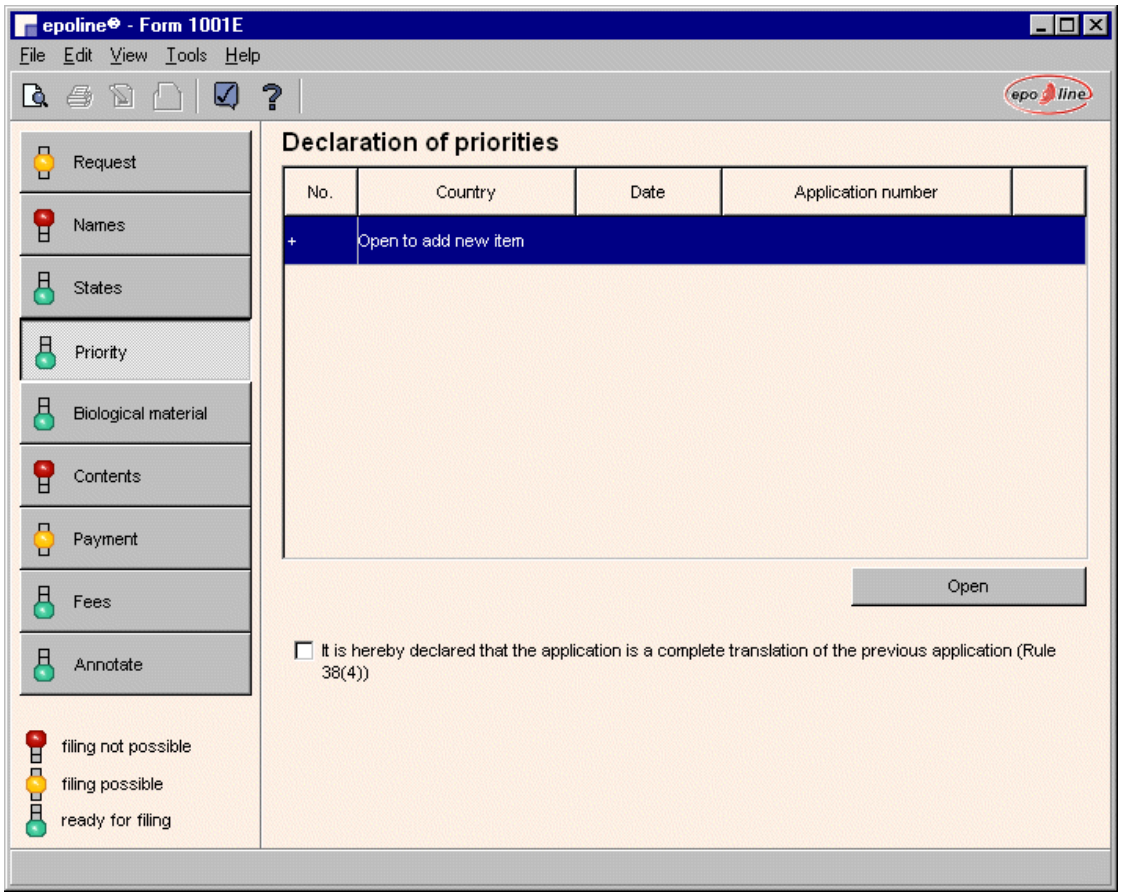


Figure 53 Form 1001E, *Priority* section

To claim a priority:

1. Double click the **Open to add new item** option.

The *Priority* window opens.

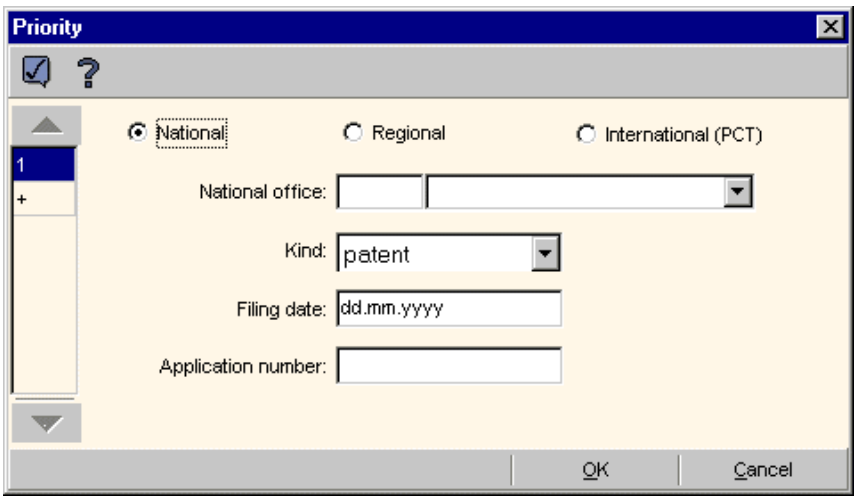


Figure 54 Form 1001E, *Priority*

2. Select the appropriate option: national, regional or international (PCT).
3. Select the appropriate office from the drop-down list.
4. Select the document kind from the drop-down list.
5. Enter the filing date.
6. Type the application number, and then click **OK**.

3.5.1 Priority pop-up menu

Click the right mouse button on an item in the *Priority* section of Form 1001E to see the pop-up menu. You can add a Note (for EPO). This will be transmitted to the European Patent Office. You can also add a Note (internal). This will not be transmitted to the EPO. If you have created more than one entry in the *Priority* section, you can sort the priority claims chronologically if you wish.

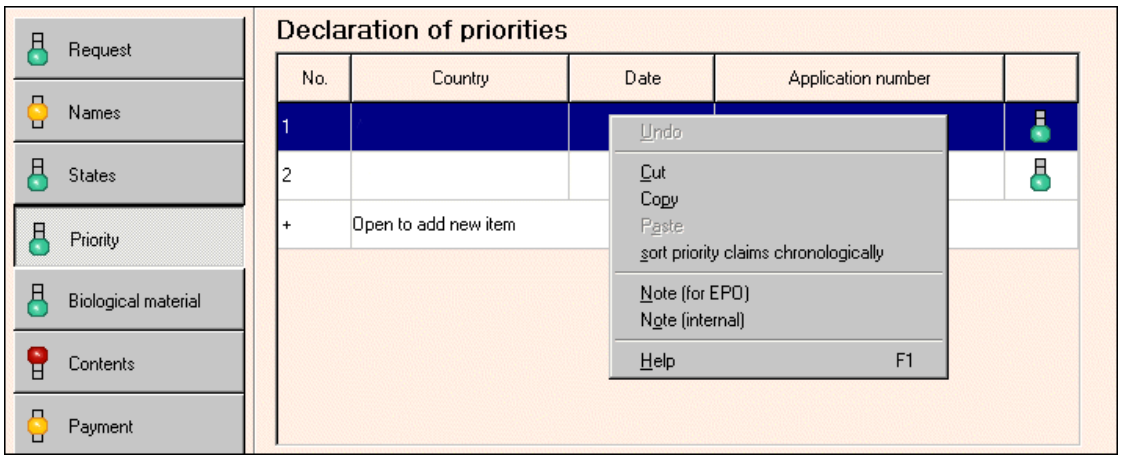


Figure 55 Form 1001E, *Priority* pop-up menu

3.6 Biological Material, Form 1001E

The *Biological Material* section of Form 1001E is where you input details concerning biological material filed and name the depositary institution.

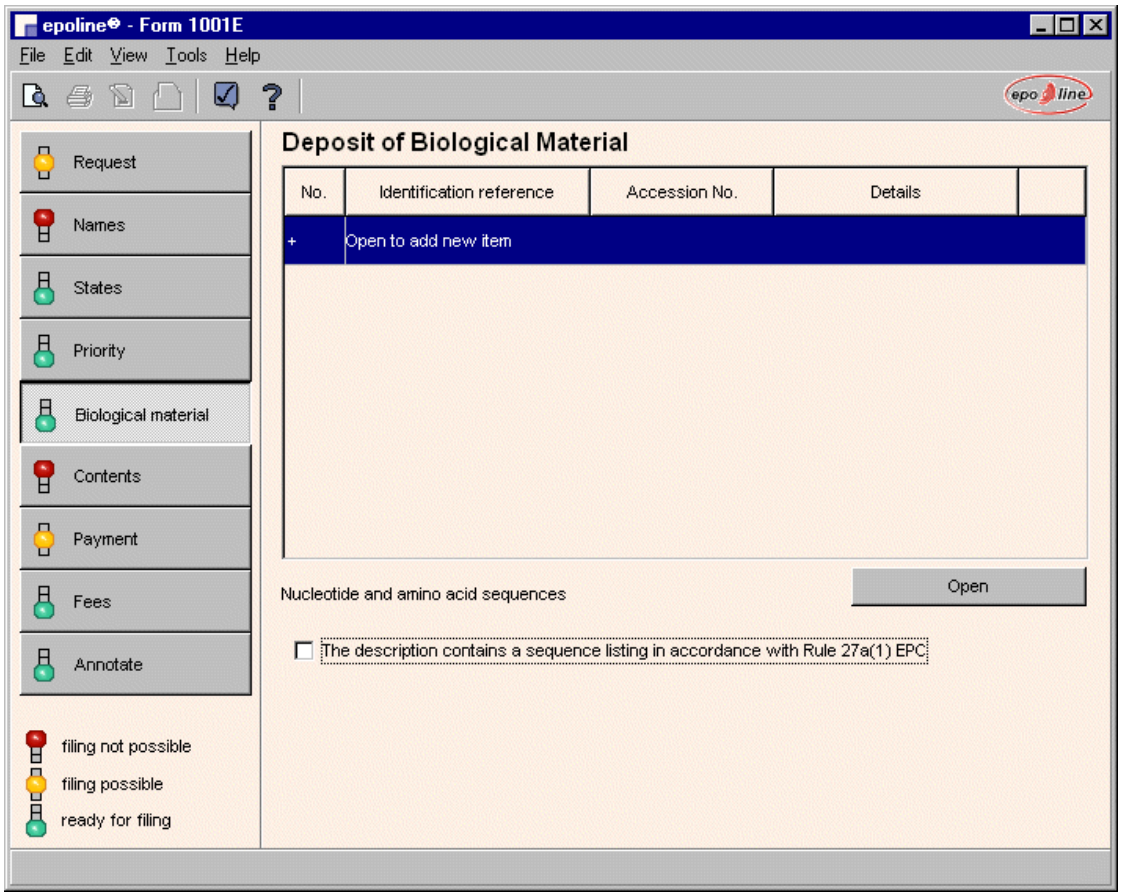


Figure 56 Form 1001E, *Biological Material* section

To input details of biological material:

1. Double click the **Open to add new item** option.

The *Biological Material* window opens.

2. Type an **Identification Reference**
3. Select a **Depositary Institution** from the drop-down list.
4. Type in an **Accession number**.
5. Select the options for any additional information if appropriate, and then click **OK**.

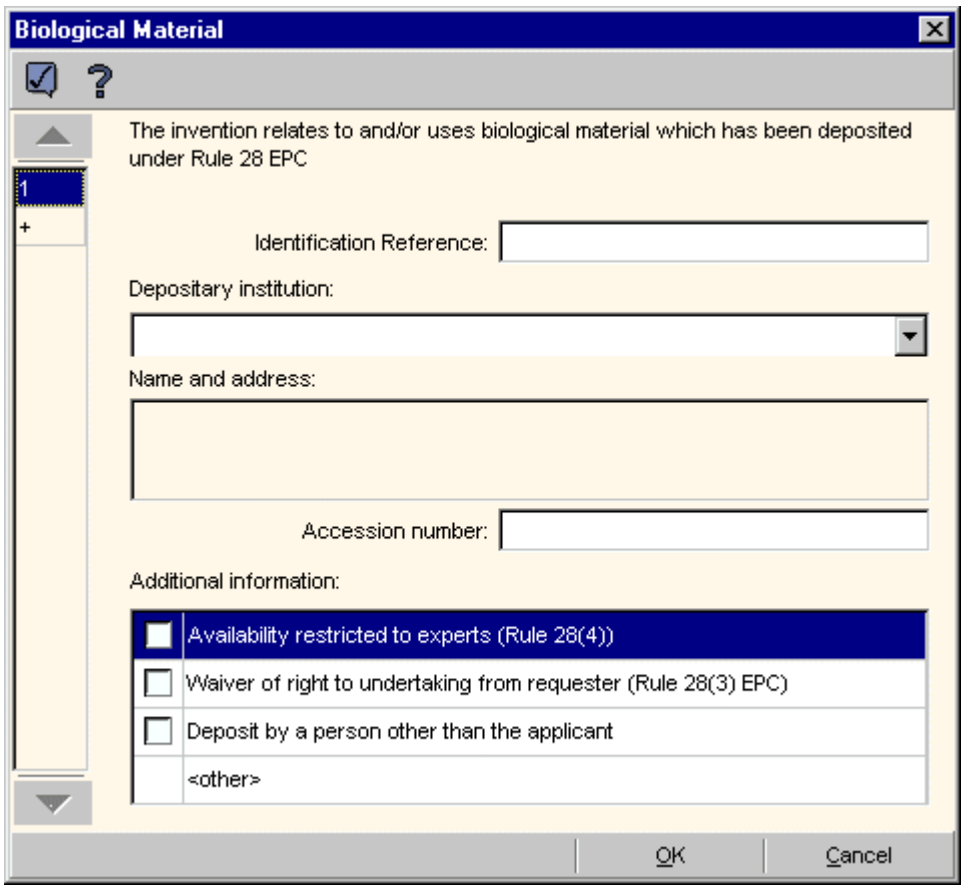

Biological Material
The invention relates to and/or uses biological material which has been deposited under Rule 28 EPC
Identification Reference:
Depositary institution:
Name and address:
Accession number:
Additional information:
Availability restricted to experts (Rule 28(4))
Waiver of right to undertaking from requester (Rule 28(3) EPC)
Deposit by a person other than the applicant
<other>
OK
Cancel

Figure 57 Form 1001E, *Biological Material*

3.6.1 Nucleotide and amino acid sequences

In the *Biological Material* section select the option for nucleotide and amino acid sequences if appropriate. This automatically adds two document headings to the *Contents* section, *Technical Documents* tab:

- **Sequence Listings, PDF**
- **Sequence Listings, ASCII**

Both documents are required. *Sequence Listings, ASCII* has a file extension of *txt*.

3.6.2 Attaching sequence listings

To attach the required documents:

1. With the *Contents* section, *Technical Documents* tab selected, double click a **Sequence Listing** option.

The *Documents* window opens.

2. Click the **Browse** button ... to find where the document is stored.
3. Navigate to the folder where the sequence listing is filed.
4. Select the relevant document and click the **Open** button, and then click **OK**.

A copy is created. The original document is not changed.

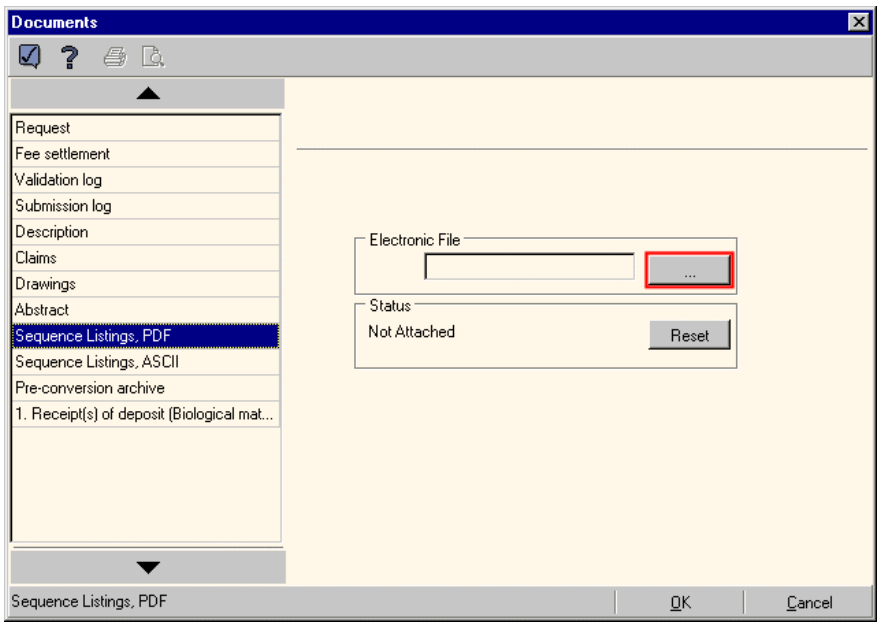


Figure 58 Form 1001E, *Documents*, Sequence Listings

3.6.3 Removing sequence listings

1. In the *Contents* section, *Technical Documents* tab, *Documents* window click the **Reset** button to clear the current attachments.

   Or
2. In the *Biological Material* section, deselect the option for nucleotide and amino acid sequences.
   The headings and attached documents are automatically removed from the *Contents* section.

3.6.4 Attaching a receipt for biological material

Once you complete the details for the deposit of biological materials, the *Contents* section, *Other Documents* tab of Form 1001E displays a new document type: *Receipt(s) of deposit (biological material).*

To attach the electronic copy of the receipt:

1. In the *Contents* section, click the **Other Documents** tab.
2. Double click the item **Receipt(s) of deposit (biological material)**

The amber traffic light indicates that the receipt has not yet been attached.

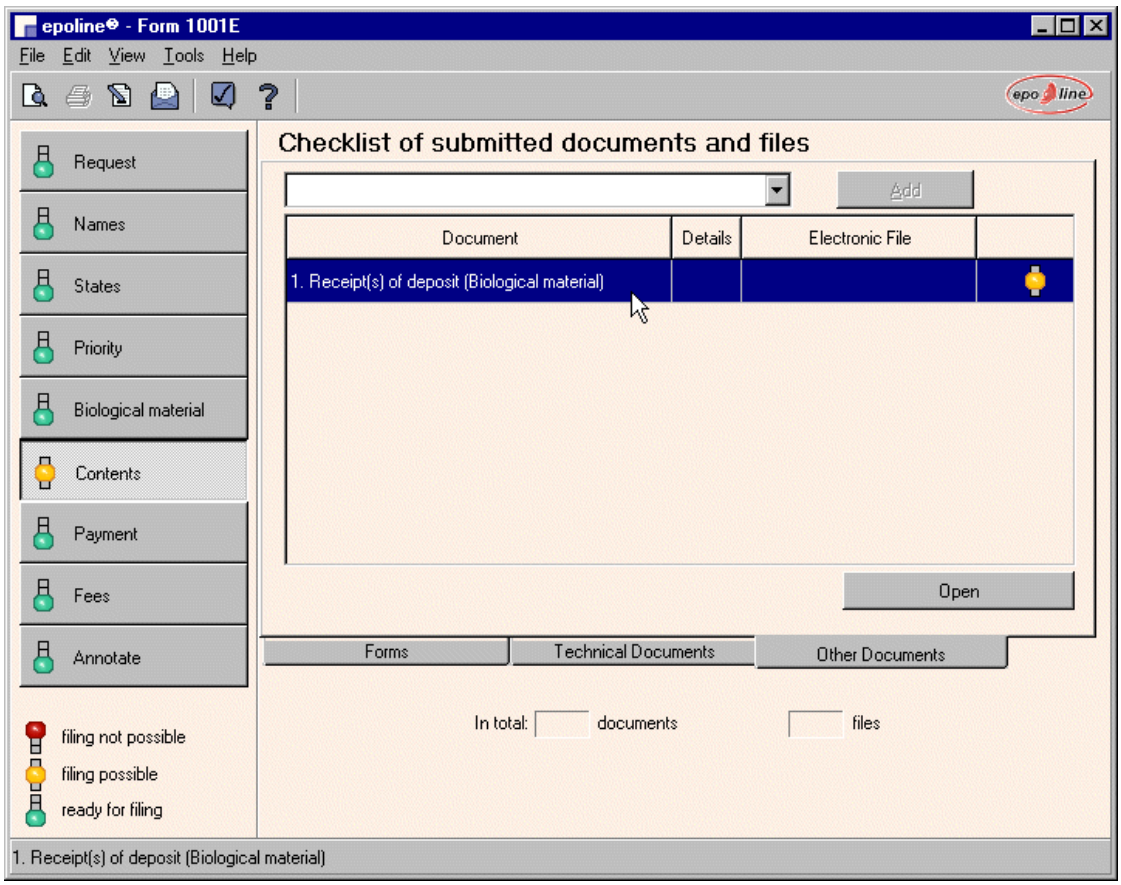


Figure 59 Form 1001E, *Other Documents* tab, receipt(s)

The *Documents* window opens

3. In the list on the left select **Receipt(s) of deposit** if it is not already selected.
4. For the electronic file, click the **Browse** button.

5. Select your receipt file and click the **Open** button.
   The receipt must have already been prepared in Portable Document Format.
6. At the warning prompt click **OK** to save a copy of the receipt.

3.6.5 Removing receipts

1. In the *Contents* section, *Other Documents* tab, *Documents* window select **Receipt(s) of deposit** if it is not already selected.
2. Click the **Reset** button.

   The attached document is removed.

The original document is not changed.

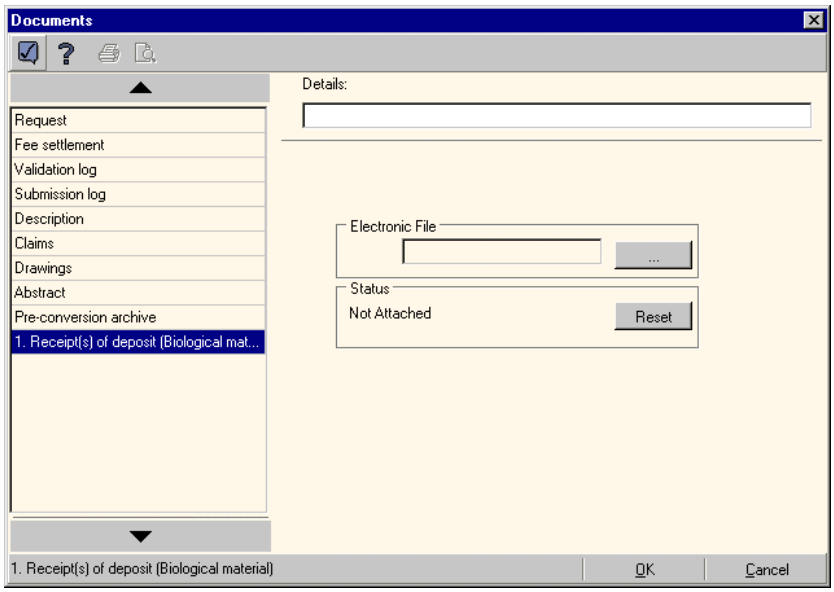


Figure 60 *Documents*, receipt(s) of deposit

The traffic light changes to green to indicate that the receipt is attached.

3.6.6 Copying a receipt to the Receipt Book

1. In the *Biological Material* section, click the right mouse button on the receipt you wish to copy.
2. In the pop-up menu select **Copy to Receipt Book**.

To view the list of receipts, select **Tools, Deposits of Biological Material** in the ***epoline***® File Manager.

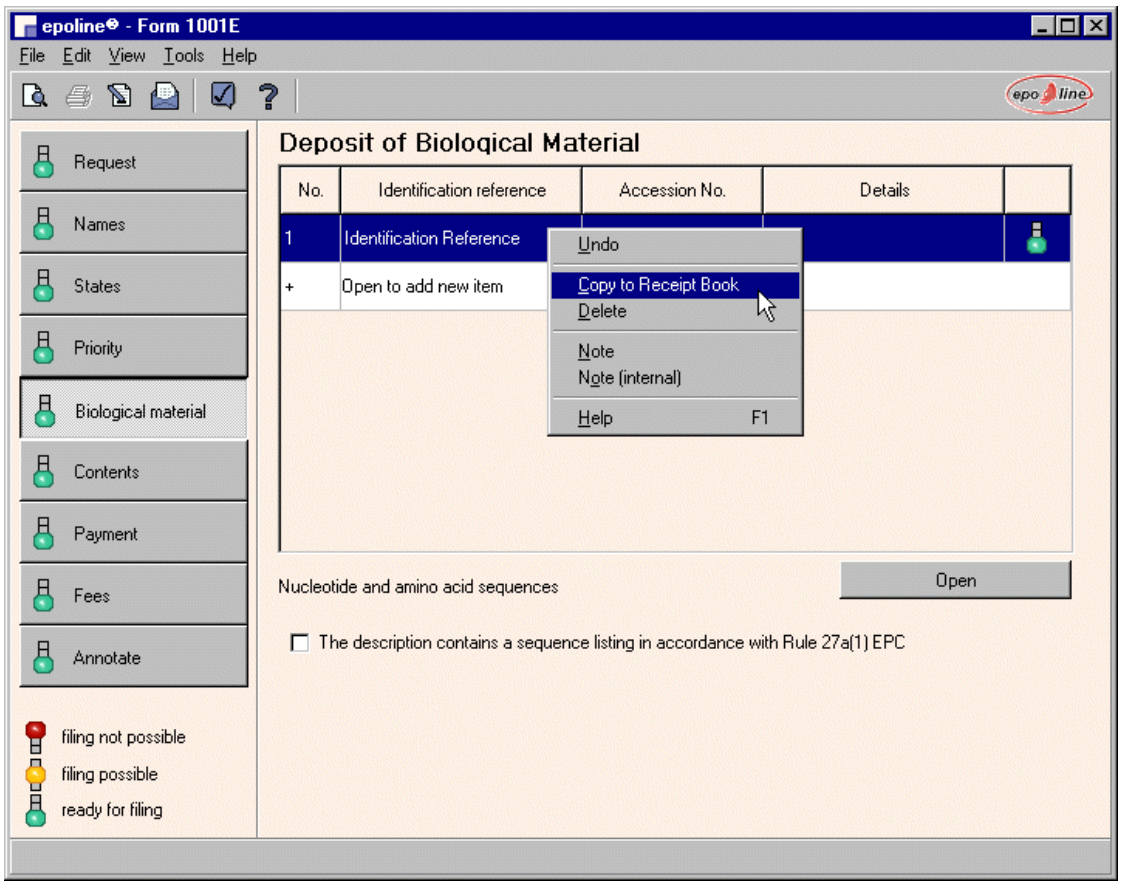


Figure 61 *Biological Material*, copying to Receipt Book

3.6.7 Biological material pop-up menu

Click the right mouse button on an item in the *Biological Material* section of Form 1001E to see the pop-up menu. You can **Undo**, **Delete** or **Copy** deposit information. You can add a **Note (for EPO)**. This will be transmitted to the European Patent Office. You can also add **a Note (internal)**. This will not be transmitted to the EPO.

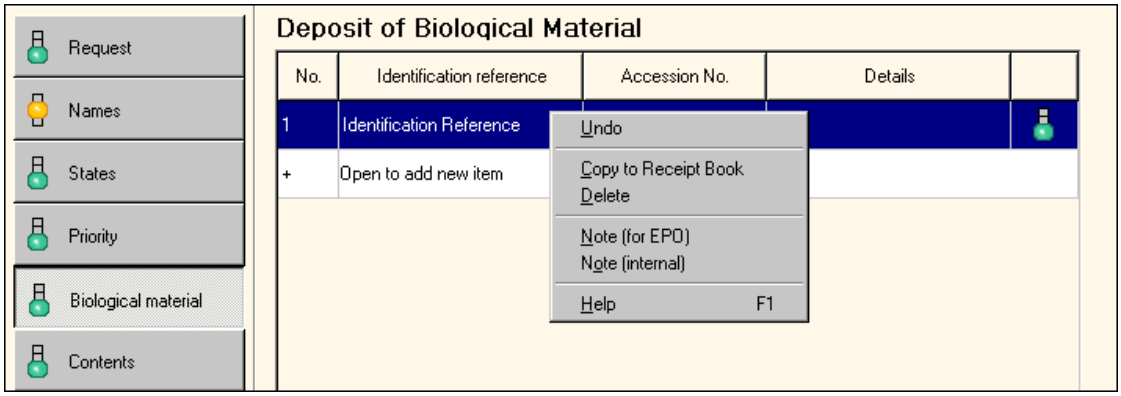


Figure 62 Form 1001E, *Biological material* pop-up menu

3.7 Contents, Form 1001E

The *Contents* section of Form 1001E is where you attach the documents to support your patent application. Attached documents are copies of the original. If the original changes and you wish to include the changes in the patent application, you will need to reattach it.

The *Contents* section of Form 1001E has three tabs:

- Forms
- Technical Documents
- Other Documents

3.7.1 Forms Tab

The *Forms* tab of Form 1001E contains the following documents as standard.

Form	Description
Requests	The current patent application Form 1001E ***epoline***® Online Filing prepares this in Portable Document Format and names it EPF1001.PDF
Fee settlement	Reserved for future development
Validation log	A summary of validation messages
Submission log	The technical summary of the online filing process, automatically named as EP1-SUB.PDF

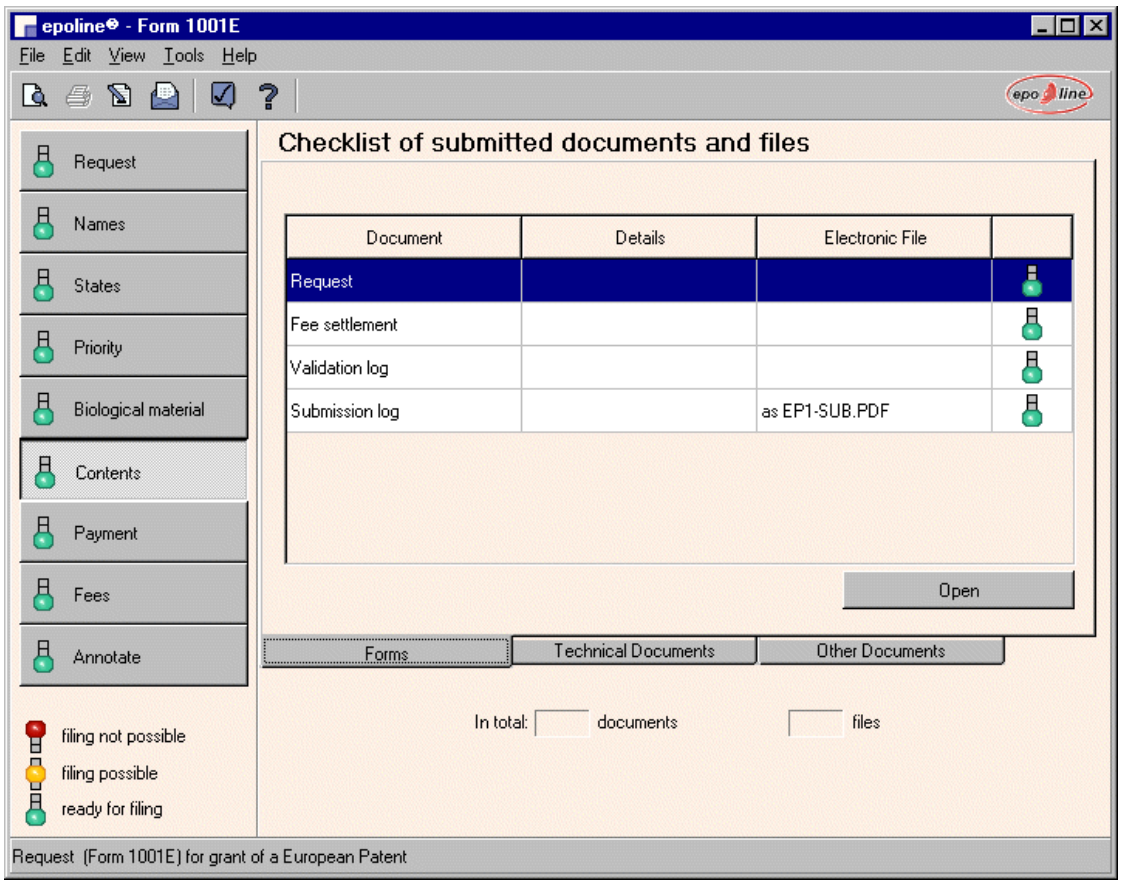


Figure 63 Form 1001E, *Contents* section, *Forms* tab

Other documents may appear in the list, depending on the options selected. In the example below, the *Waiver* and *Renunciation* options are selected in the *Names* section (Inventor), and this attaches the appropriate forms automatically:

- Waiver (R.17(3))
- Renunciation (R.18(1))
- Non-public part

The non-public part appears when the Renunciation option is selected. It is kept secret (non-public) once it reaches the European Patent Office.

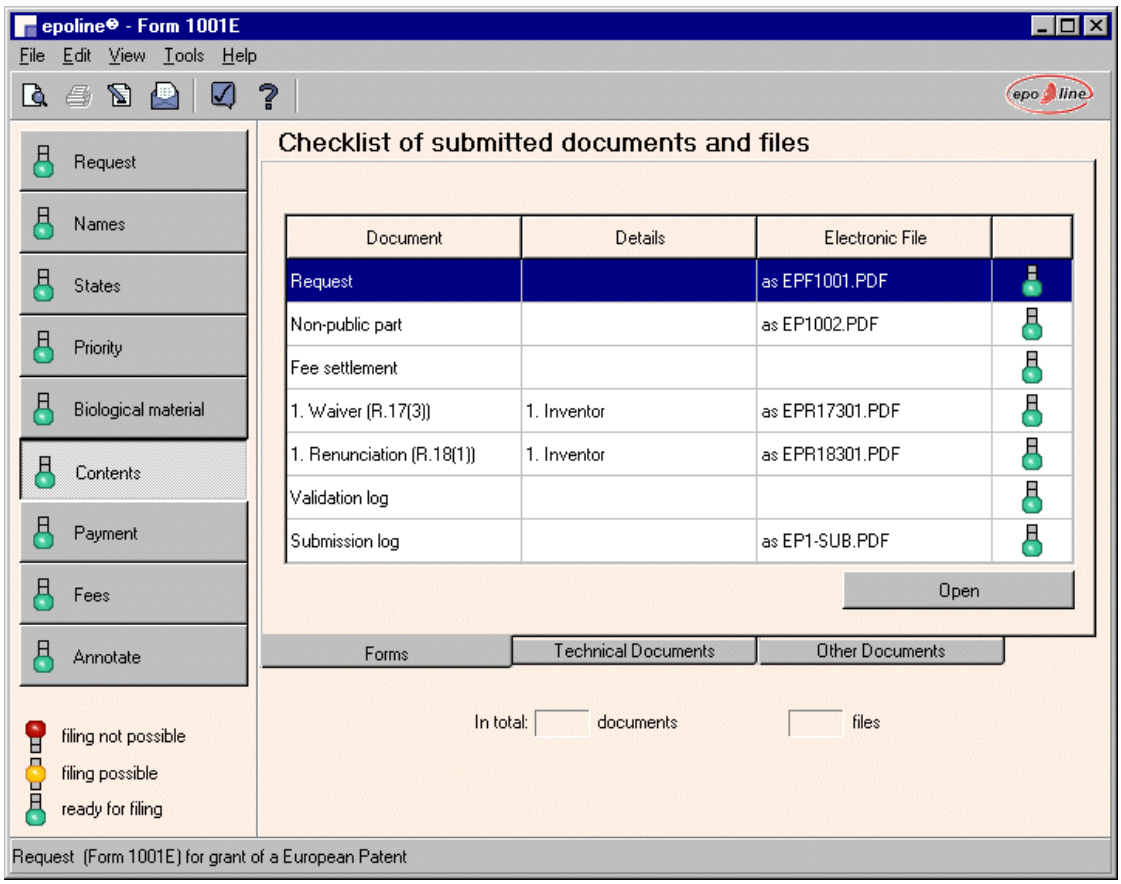


Figure 64 Form 1001E, *Contents*, *Forms* tab, waiver option

3.7.2 Technical Documents tab

From the *Technical Documents* tab you may select either the:

- *Separate files for abstract, claims, description* option or
- *Combined file for abstract, claims, description* option.

The documents must have been prepared in Portable Document Format (PDF).

If you select a different option after attaching documents, the documents are automatically removed from the current form. The original documents are not changed.

3.7.2.1 Separate files option

Select the *separate files* option if you wish to attach separate PDF documents for the description, claims, drawings and abstract. A red traffic light indicates that mandatory documents have not yet been attached. Add the documents to the headings as appropriate to the patent application.

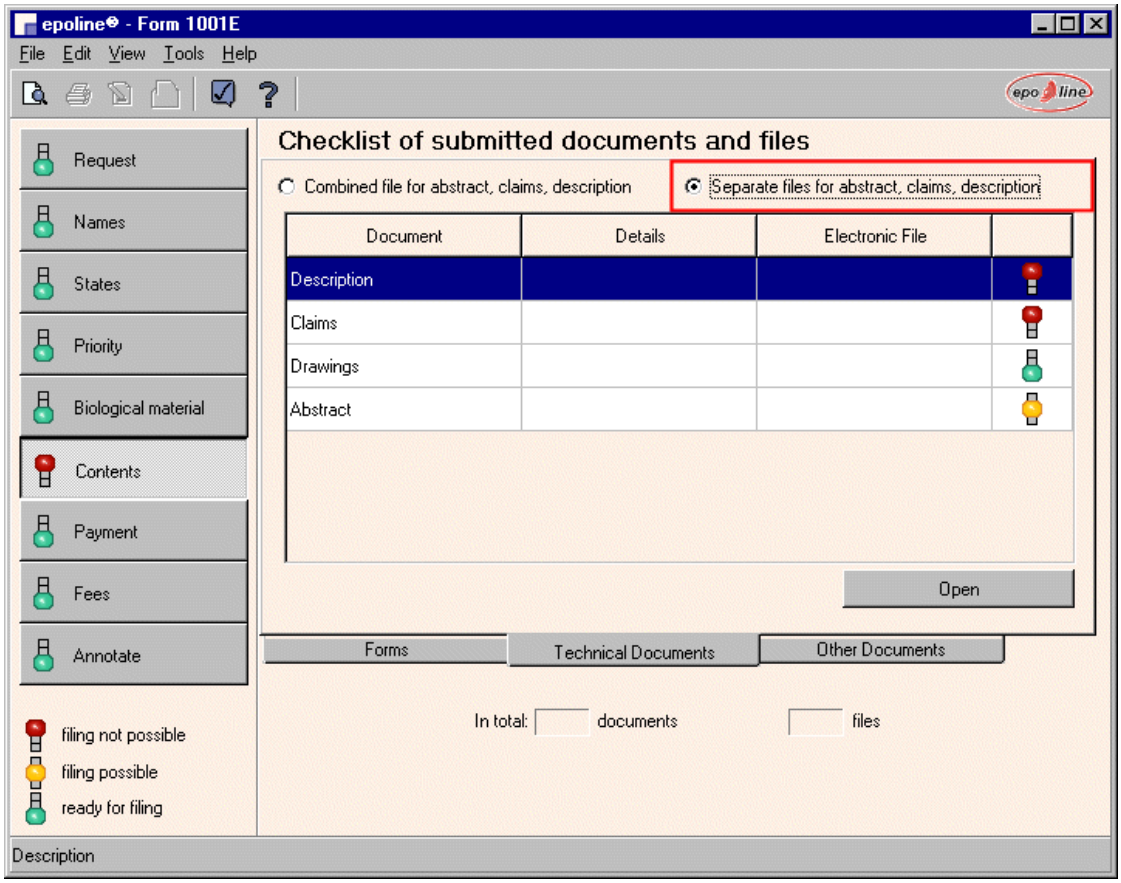


Figure 65 Form 1001E, *Contents* section, *separate files* option

epoline® Online Filing notifies you that the attached description will be renamed to *desc.pdf*. The claims document will be renamed to *clms.pdf*, the drawings document to *draw.pdf* and the abstract to *abst.pdf*.

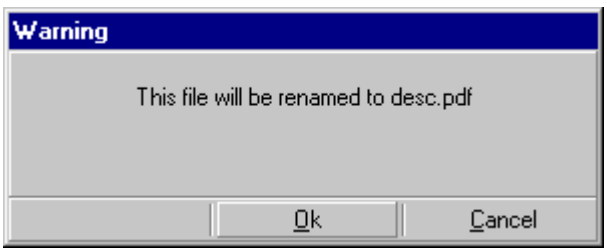


Figure 66 *Warning* prompt, file renamed

3.7.2.2 Attaching technical documents as separate files

To attach the required documents:

1. With the *Technical Documents* tab selected, click the **Open** button.

The *Documents* window opens.

To attach the description:

2. Select **Description** in the list of document types.
3. Click the **Browse** button to find where the document is stored.

4. Navigate to the folder where the description of the invention is filed.
5. Select the relevant document and click the **Open** button.
6. Click **OK** when ***epoline***® Online Filing notifies you that this document will be renamed to *desc.pdf*.

A copy is created. The original document is not changed.

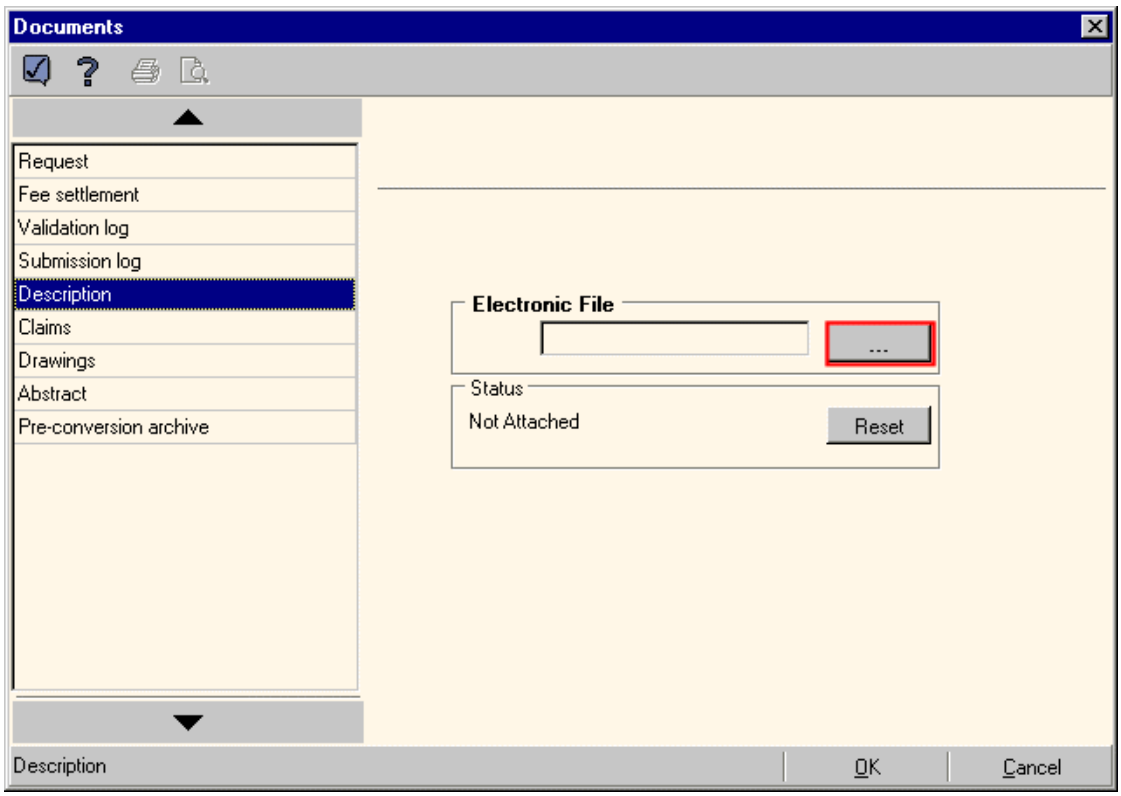


Figure 67 Form 1001E, *Documents*, attaching description

To attach the claims:

1. In the *Documents* window, select **Claims** in the list of document types.
2. Click the **Browse** button to find where the document is stored.

3. Navigate to the folder where the claims document is filed.
4. Select the relevant document and click the **Open** button.
5. Click **OK** when ***epoline***® Online Filing notifies you that this document will be renamed to *clms.pdf*.
6. Enter the number of claims in the box provided and then click **OK**.

A copy is created. The original document is not changed.

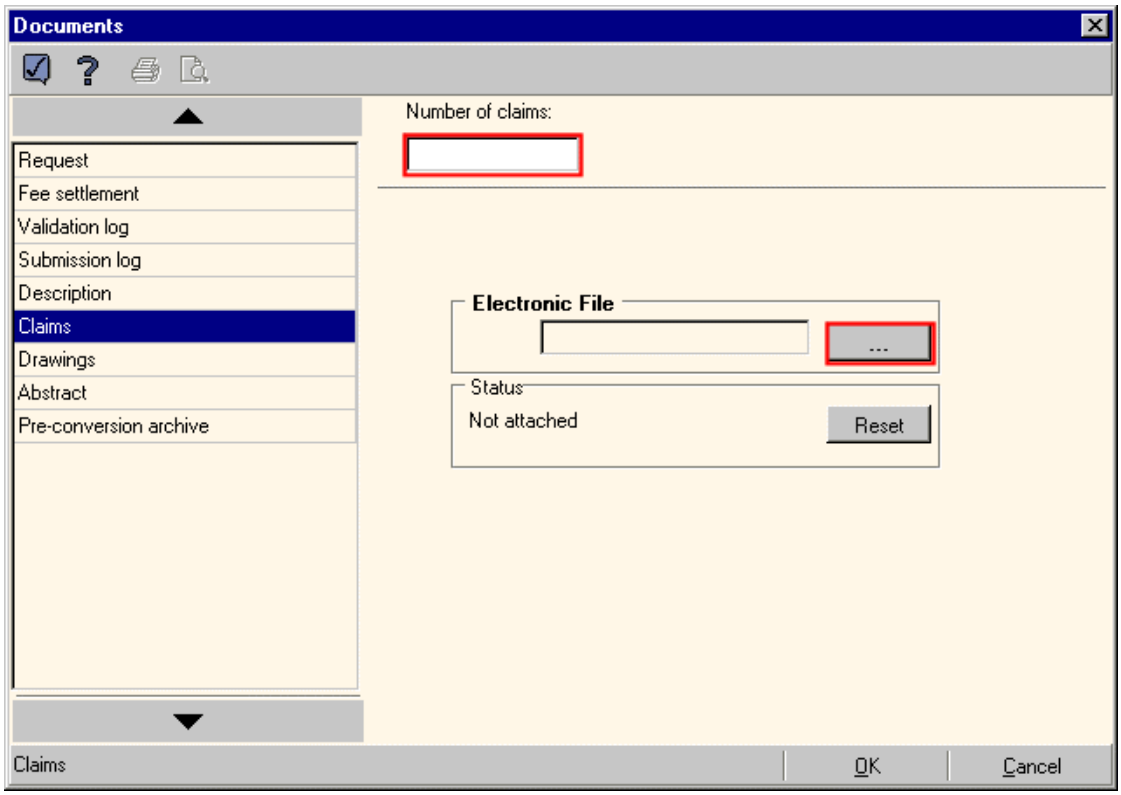


Figure 68 Form 1001E, *Documents*, attaching claims

To attach drawings:

1. In the *Documents* window, select **Drawings** in the list of document types.
2. Click the **Browse** button to find where the document is stored.

3. Navigate to the folder where the drawings document is filed.
4. Select the relevant document and click the **Open** button.
5. Click **OK** when ***epoline***® Online Filing notifies you that this document will be renamed to *draw.pdf*.
6. Enter the number of figures in the box provided and then click **OK**.

A copy is created. The original document is not changed.

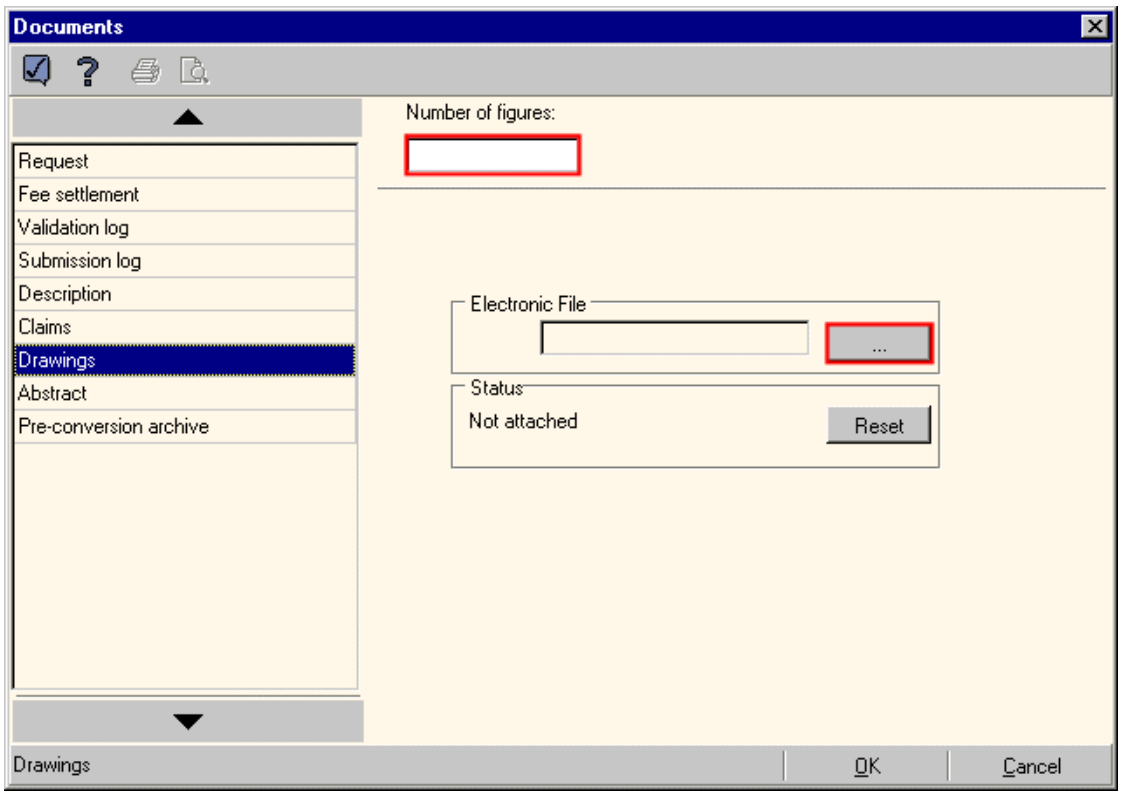


Figure 69 Form 1001E, *Documents*, attaching drawings

To attach the abstract:

1. In the *Documents* window, select **Abstract** in the list of document types.
2. Click the **Browse** button to find where the document is stored.

3. Navigate to the folder where the drawings document is filed.
4. Select the relevant document and click the **Open** button.
5. Click **OK** when ***epoline***® Online Filing notifies you that this document will be renamed to *abst.pdf*.
6. In the box provided enter a number for the *figure to be published with abstract* if appropriate and then click **OK**.

A copy is created. The original document is not changed.

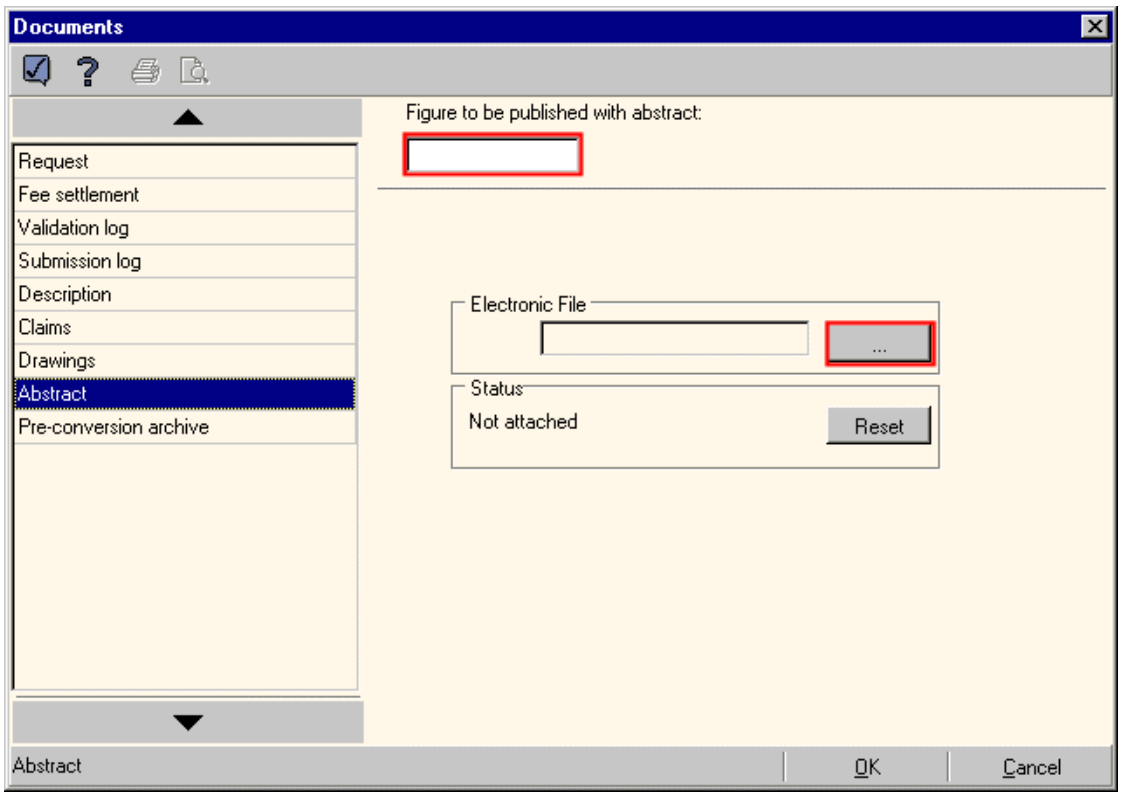


Figure 70 Form 1001E, *Documents*, attaching abstract

3.7.2.3 Combined file option

In the *Contents* section of Form 1001E, select the *combined file* option if you wish to attach one PDF document that contains the description, claims and abstract.

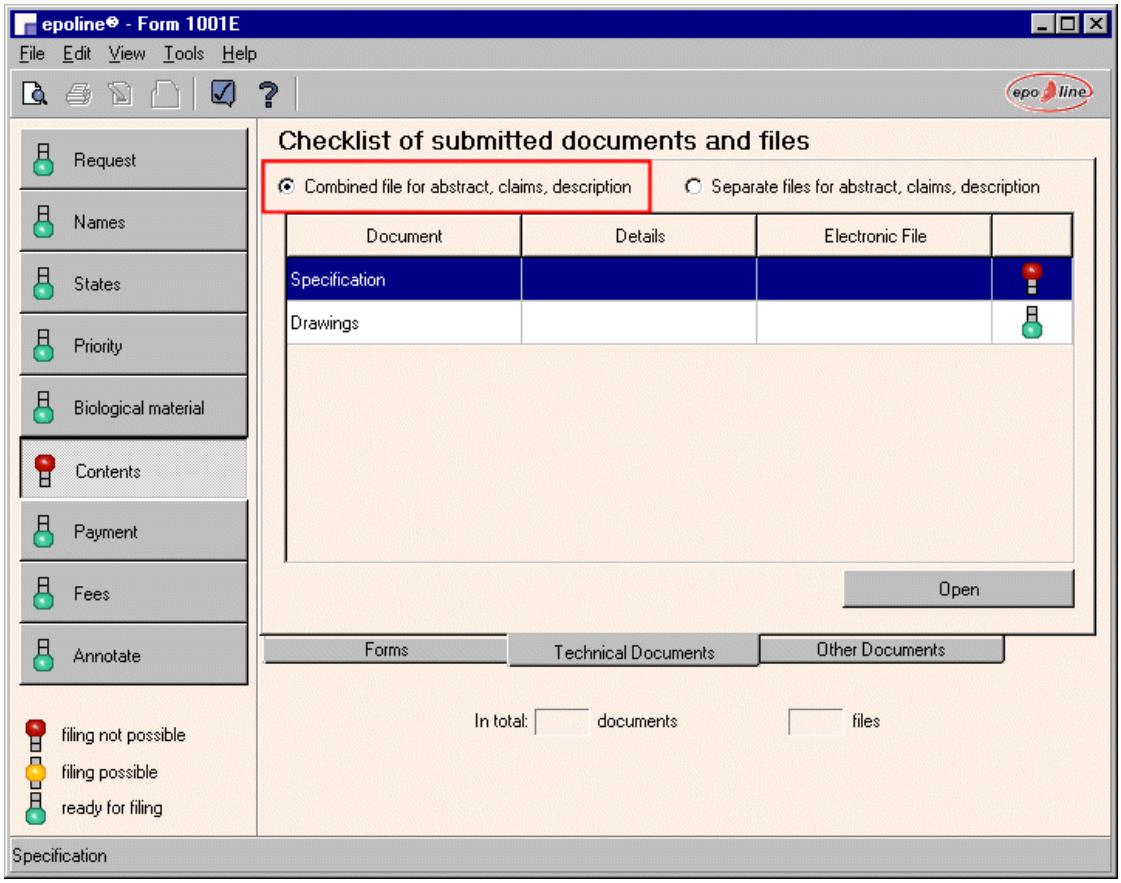


Figure 71 Form 1001E, *Contents*, *combined file* option

3.7.2.4 Attaching technical documents as a combined file

1. In the *Contents* section, *Technical Documents* tab, select the option **Combined file for abstract, claims, description**.
2. Click the **Open** button.

The *Documents* window opens, with the specification (combined file) details for you to complete.

3. Enter the **number of claims** and **figure to be published with abstract** as required.
4. Click the **Browse** button to find where the document is stored.

5. Navigate to the folder where the specification document is filed.
6. Select the relevant document and click the **Open** button.
7. Back in the *Documents* window type in the starting and ending page numbers for each section and click **OK** to finish. Sections must not overlap, and all pages must be accounted for.

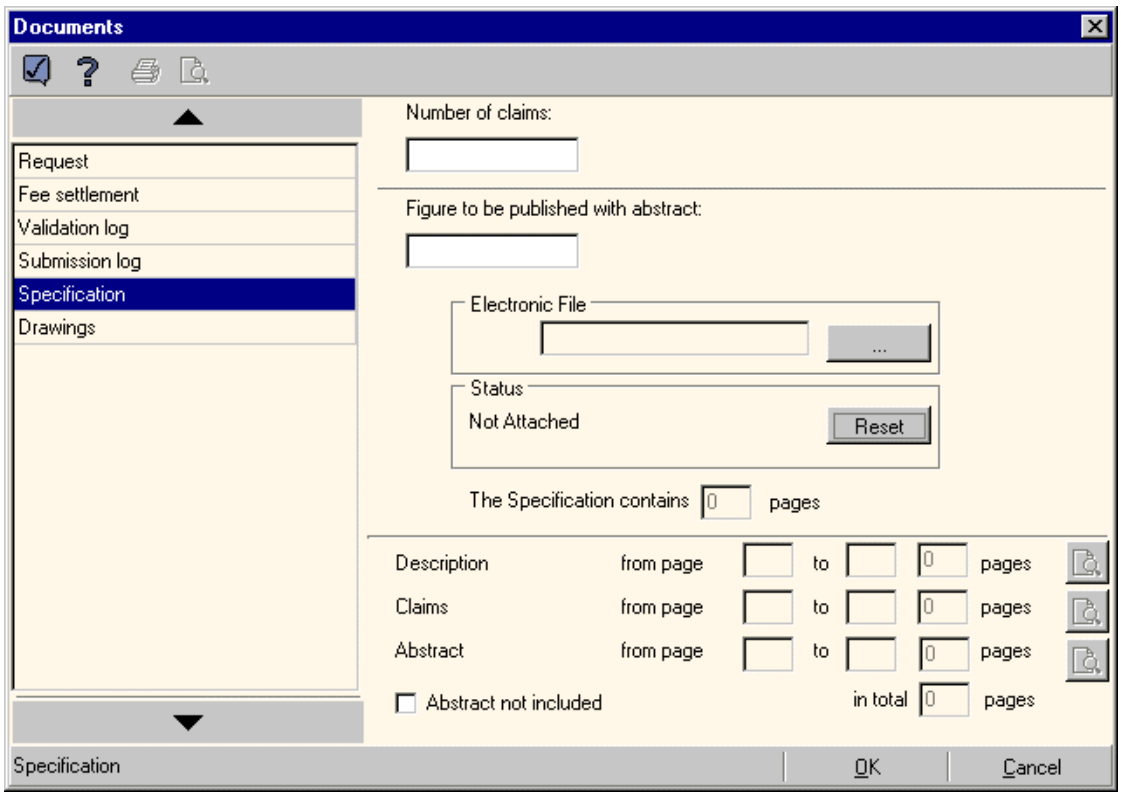


Figure 72 Form 1001E, *Documents*, *combined file* details

A red traffic light indicates that the document is not ready for filing.

Click the **Validation** button to see any explanatory messages. In the example below, the validation message indicates that overlapping page numbers are not allowed in the combined specification sections and all pages must be accounted for.

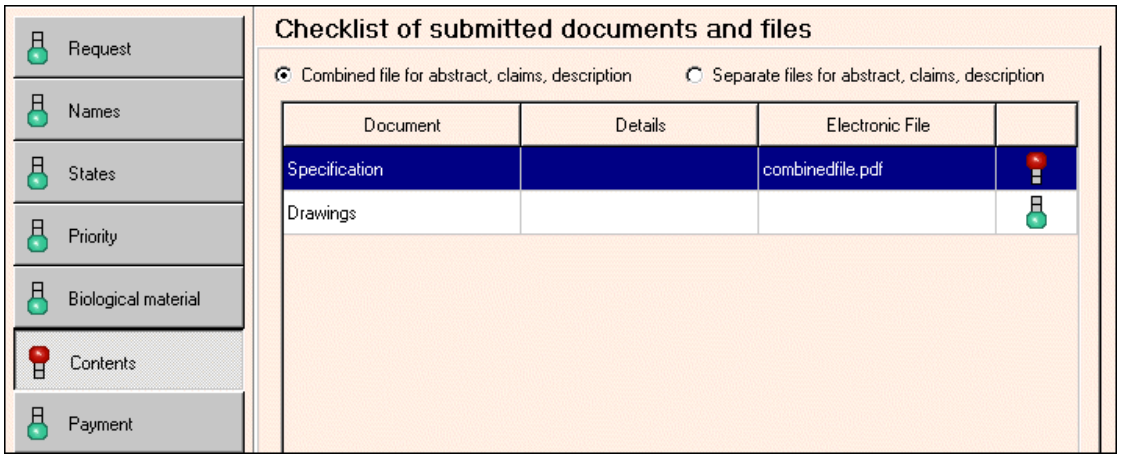


Figure 73 Combined file sample, displaying red traffic light

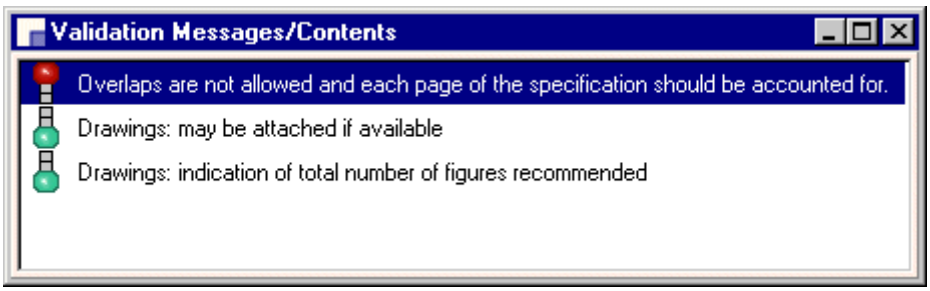

Validation Messages/Contents
Overlaps are not allowed and each page of the specification should be accounted for.
Drawings: may be attached if available
Drawings: indication of total number of figures recommended

Figure 74 Sample validation message, combined file

3.7.3 Other Documents tab

The *Other Documents* tab does not contain any documents as standard. However, you can add documents to this tab.

3.7.3.1 Attaching other documents, Form 1001E

In addition to the patent application and the documents to support it, you can attach other kinds of documents to Form 1001E.

1. Click the **Other Documents** tab.
2. In the drop-down list select the type of document you want to add.
3. Click the **Add** button.

   The document type will be added to the list.
4. In the list double click the document type.
5. Browse to the location of the file and attach it.

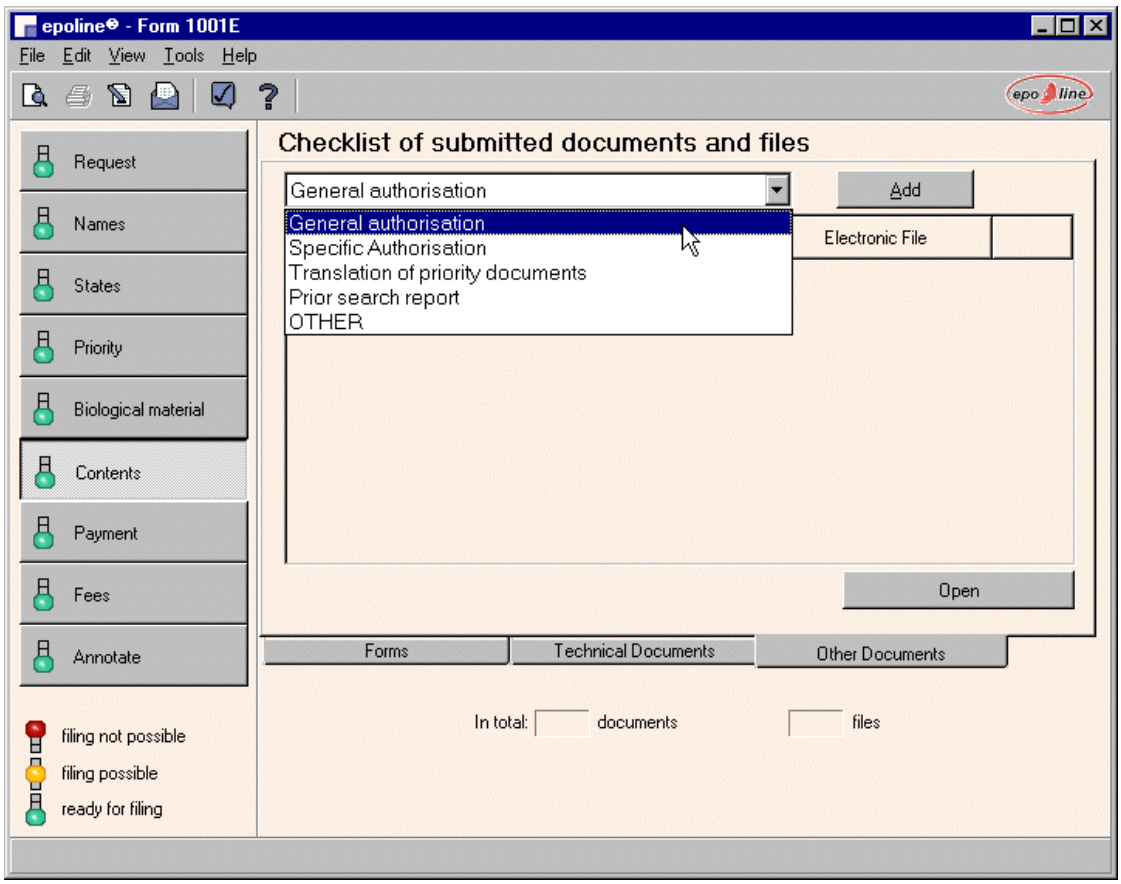


Figure 75 Form 1001E, *Documents* section, *Other Documents* tab

3.7.4 Listing all documents

1. To display the complete list of attached items, double click any document listed on a tab in the *Contents* section.

The *Documents* window opens. The documents from all the *Contents* section tabs are listed down the left-hand side.

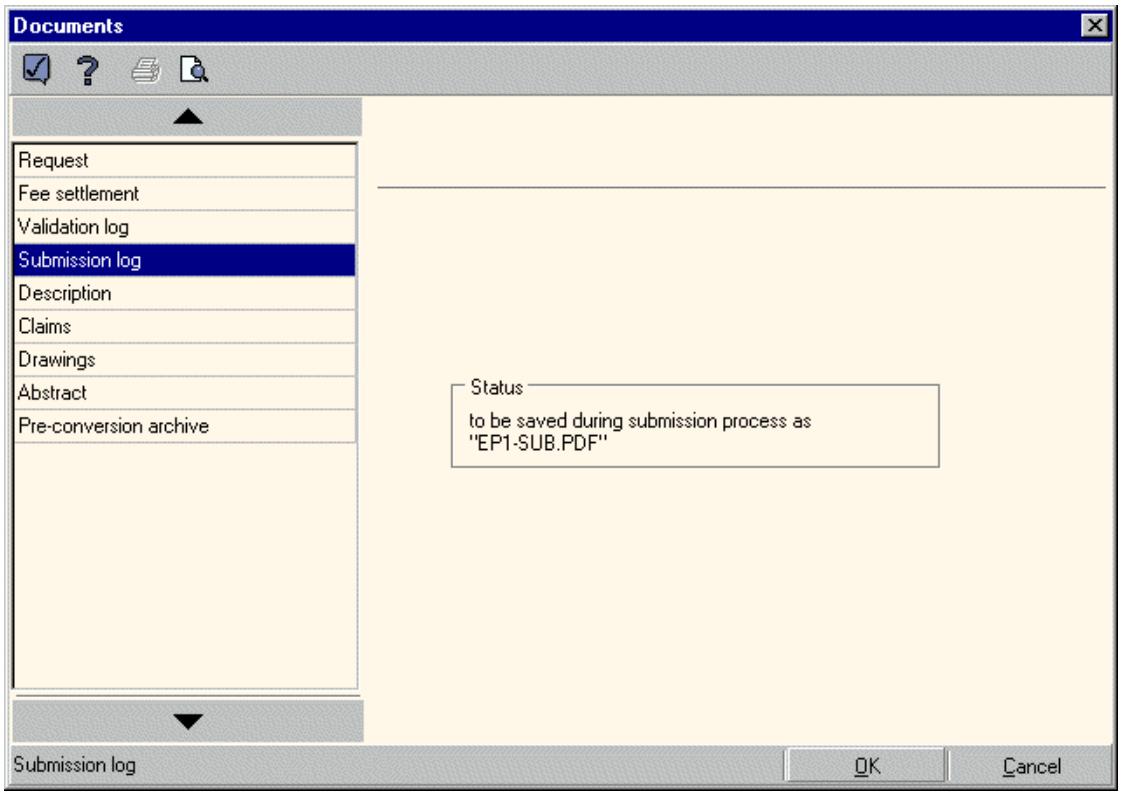


Figure 76 Form 1001E *Documents*, sample list of documents

Checking the status of documents

1. Double click any document listed on a tab in the *Contents* section.

The *Documents* window opens.

2. Click an item in the document list on the left.
   The name of the attached electronic file is displayed.
   The status is displayed.

In the example below, the Description item is selected. The status is *Attached as"desc.pdf"*.

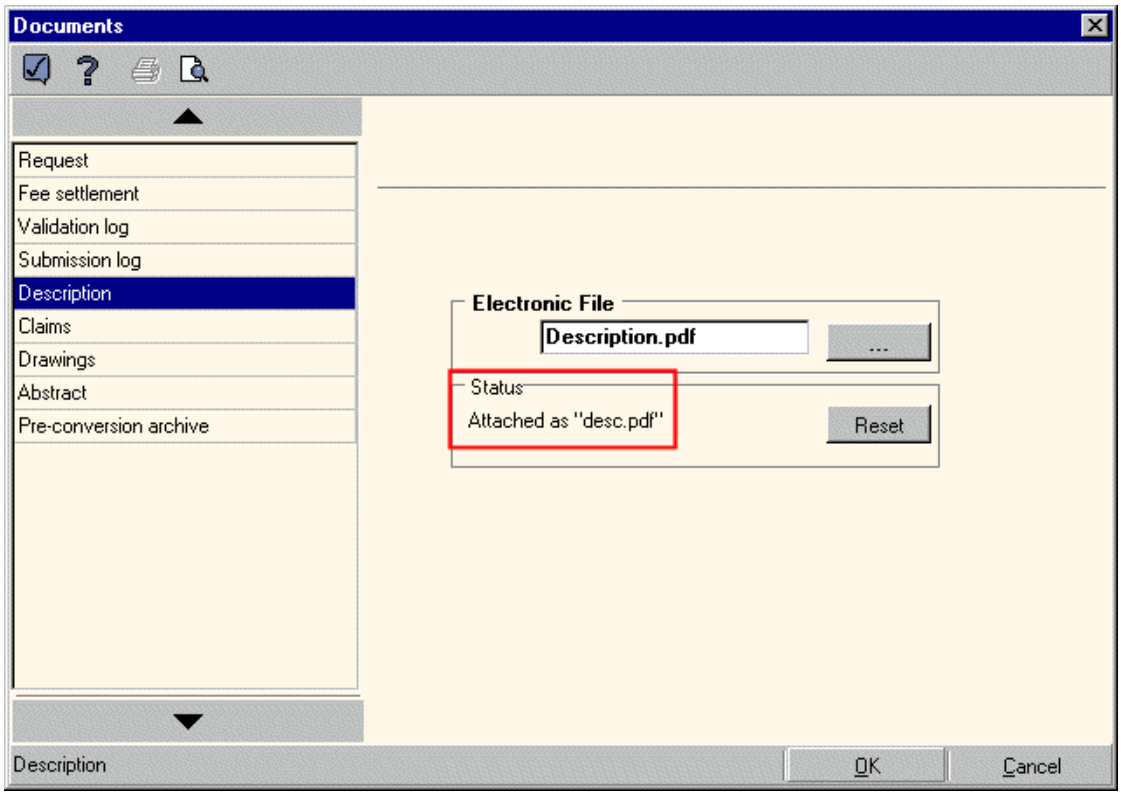


Figure 77 *Documents*, status of attached document, sample data

3.7.5 Previewing documents

1. In the *Contents* section of Form 1001E, click the **Open** button.

The *Documents* window opens.

2. Click an item in the list of documents on the left.
3. Click the **Preview** button to display the documents in PDF format.

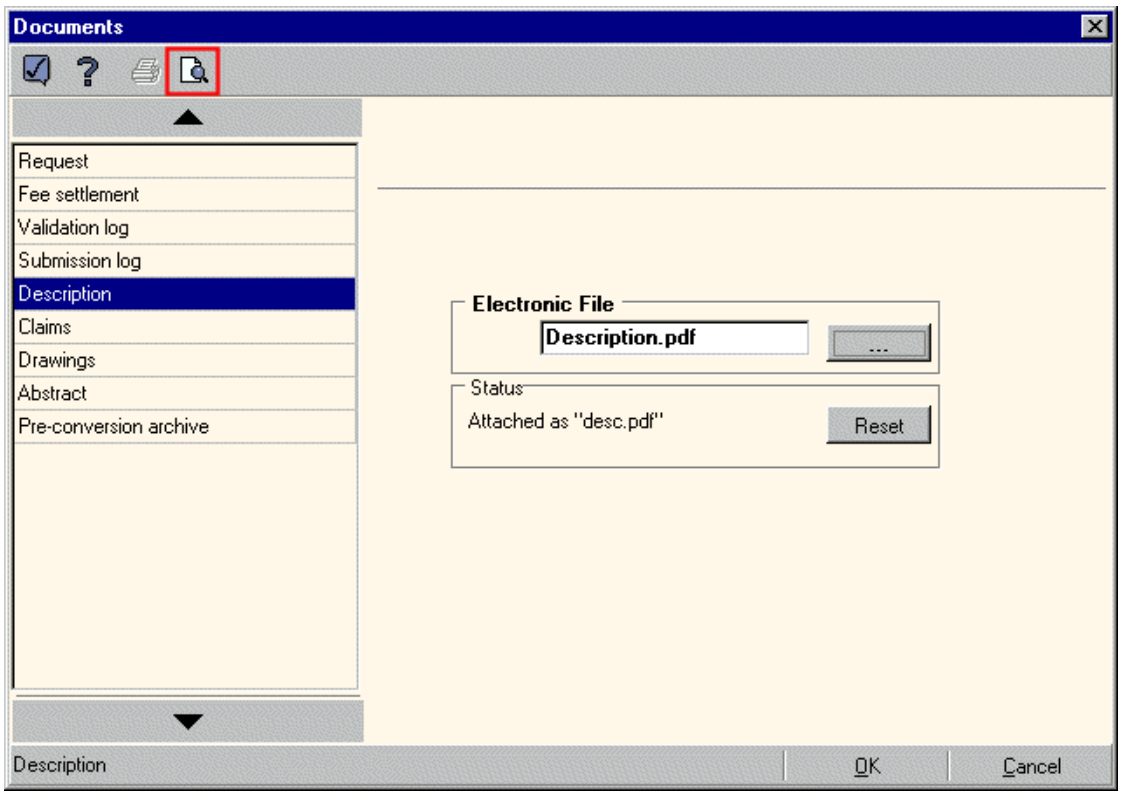


Figure 78 *Documents*, previewing documents

3.7.6 Summary of Form 1001E contents

The total number of attached documents is displayed in the lower part of the *Contents* section.

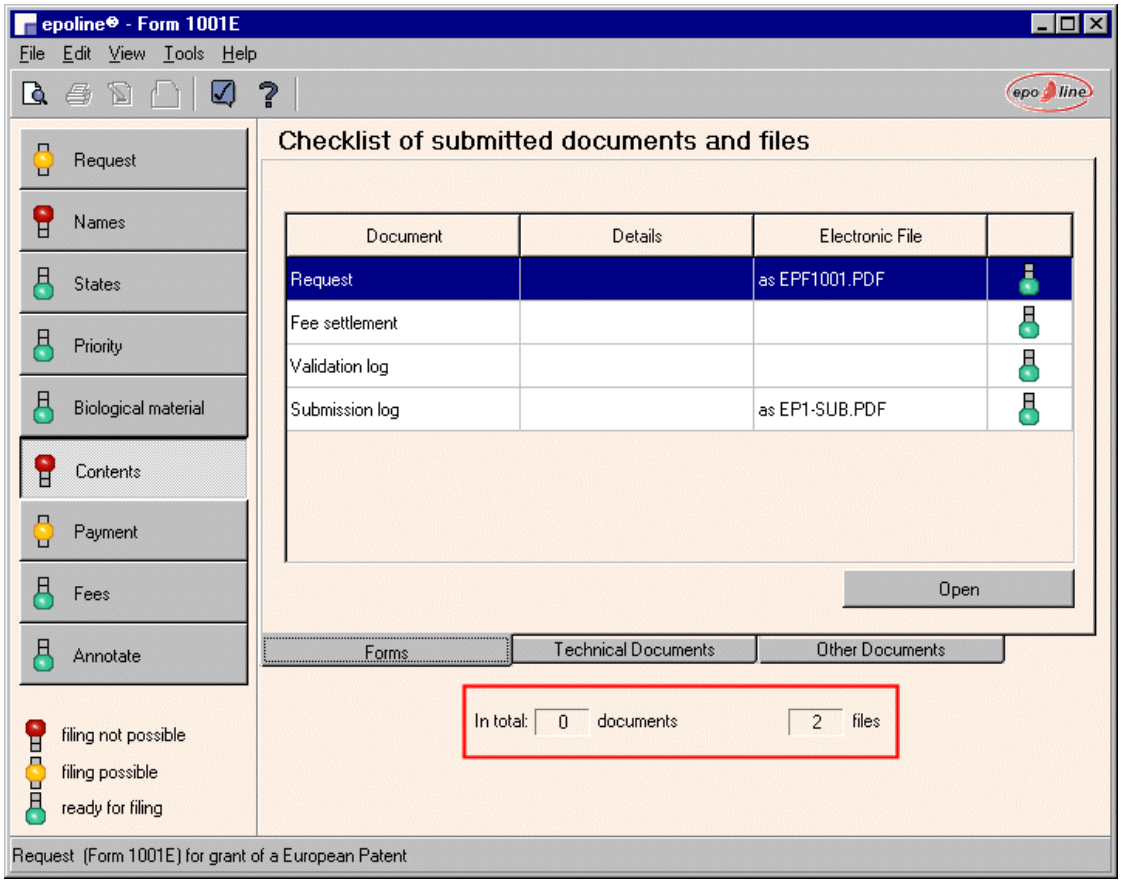


Figure 79 Form 1001E, *Contents* section totals, sample data

Click a tab in the *Contents* section to see the relevant list of documents. To see the complete list including all tabs, double click any document to open the *Documents* window. Click an item in the list to display the name of the attached electronic file and its status.

In the example below:

- *Inventor* **Waiver** and **Renunciation** options were selected in the *Names* section.
- **Sequence Listing** option was selected in the *Biological Material* section.
- **Depositary Institution** was selected in the *Biological Material* section.
- **Separate Files** option was selected in the *Contents* section, *Technical Documents* tab.

The list of documents displayed will vary depending on the options selected in the current patent application.

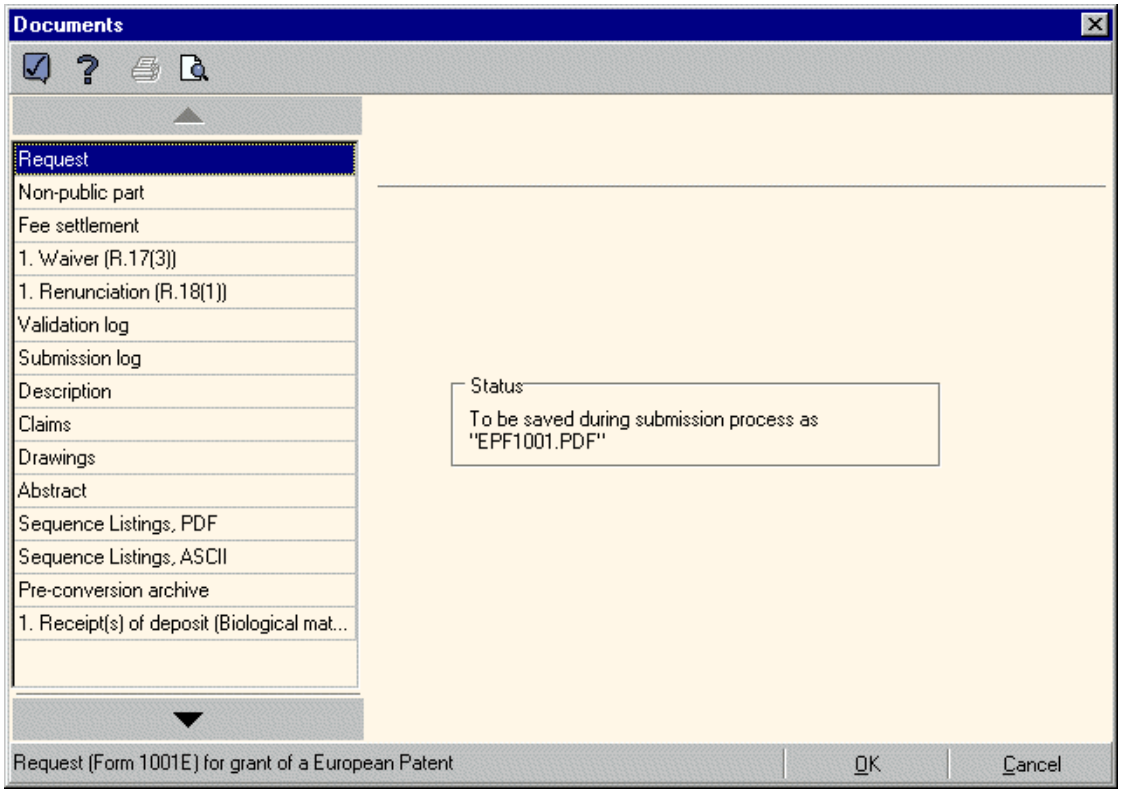


Figure 80 *Documents*, sample list of documents

Name	Comment
Request	Electronic PDF 1001 form saved with unique number during submission process.
Non-public part	Appears when the Renunciation option is selected in the *Names* section. It is kept secret (non-public) once it reaches the European Patent Office.
Fee settlement	As arranged.
1. Waiver (R.17(3))	Appears when the Waiver option is selected in the *Names* section, Inventor details. Saved during the submission process as EPR17301.PDF.
1. Renunciation (R.18(1))	Appears when the Renunciation option is selected in the *Names* section, Inventor details. Saved during the submission process as EPR18301.PDF.
Validation log	List of all validation messages for current form.
Submission log	Record of processing for current form.

Description	Description of the invention.
Claims	Claims for the invention and the number of claims.
Drawings	Drawings accompanying the description of the invention.
Abstract	Summary of the description of the invention.
Sequence Listings, PDF	Appears when option for Nucleotide and Amino Acid Sequences is selected in the *Biological Material* section. Both PDF and ASCII documents are required.
Sequence Listings, ASCII	Sequence Listings in machine-readable format, ASCII has a file extension of *txt*.
Pre-conversion archive	Appears automatically once Description or Claims are attached. A compressed (zip) file, containing the original word-processed document(s) that the applicant used for conversion into PDF documents. It is important to note that: • All pre-conversion archives must be compressed into a single ZIP file • The PDFs are still considered the originals • The archive is not required by the European Patent Office, it is strictly up to the applicant to attach • Once attached the pre-conversion archive becomes part of the legal filing and can be used in future to prove whether corresponding PDFs contained any conversion errors • It is the responsibility of the applicant to provide all the necessary software and hardware infrastructure in the future to prove that the conversion errors really took place The pre-conversion archive will only be used in case of conflict when the applicant claims the PDFs he or she provided did not turn out exactly like the original word-processed/image drafting document(s) he or she had.
1. Receipt(s) of deposit (biological material)	Appears when Depositary Institution is selected in the *Biological Material* section.

3.7.7 Removing documents

To remove an attached document from Form 1001E:

1. In the *Contents* section double click the type of document you want to remove, for example **Description** or **Claims**.

The *Documents* window opens.

2. Click the document type if it is not already selected.
3. Click the **Reset** button.

   The attached document is removed.

This procedure removes the documents from the form, but it does not delete the originals.

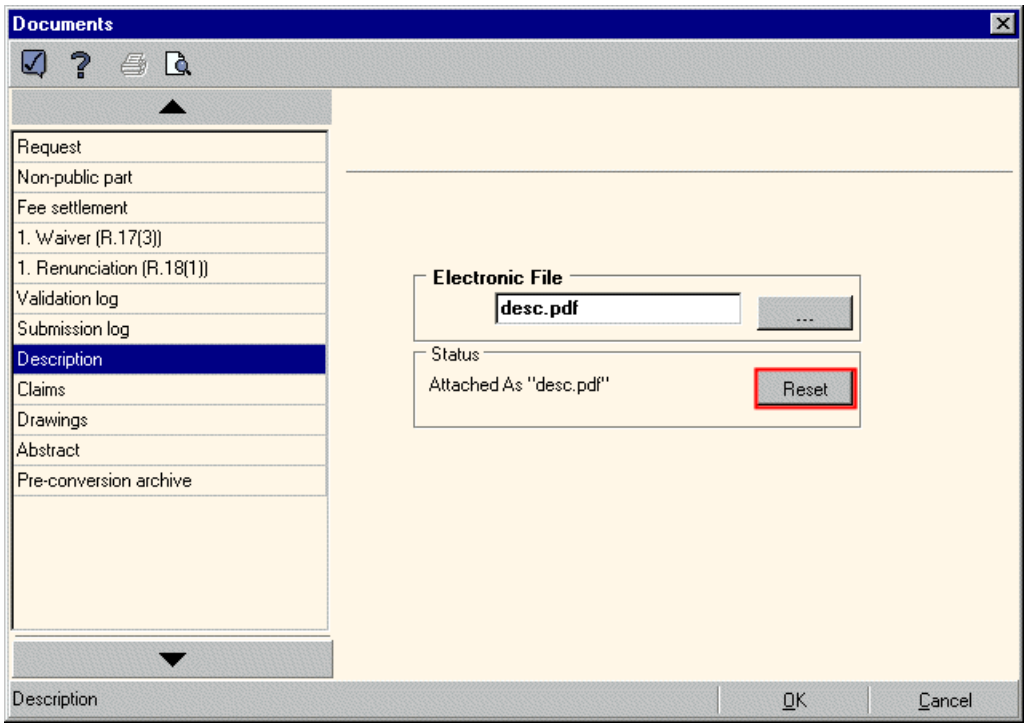


Figure 81 Form 1001E, removing documents

3.7.8 Contents pop-up menu

Click the right mouse button on an item in the *Contents* section to see the pop-up menu. You can add a *Note (for EPO)*. This will be transmitted to the European Patent Office. You can also add a *Note (internal)*. This will not be transmitted to the EPO.

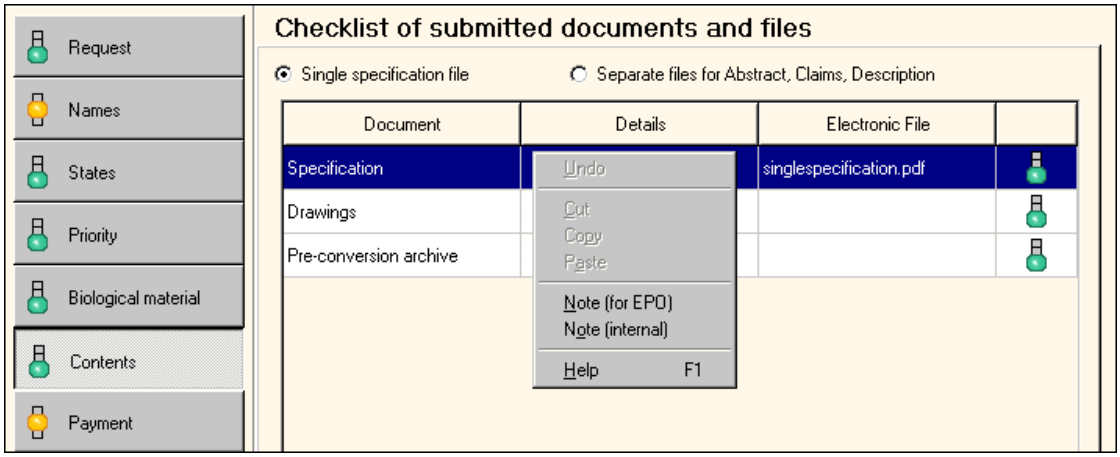


Figure 82 Form 1001E, *Contents* pop-up menu

3.8 Payment, Form 1001E

The *Payment* section of Form 1001E is where you specify the mode of payment and give details of the account number and account holder. The currency is EURO.

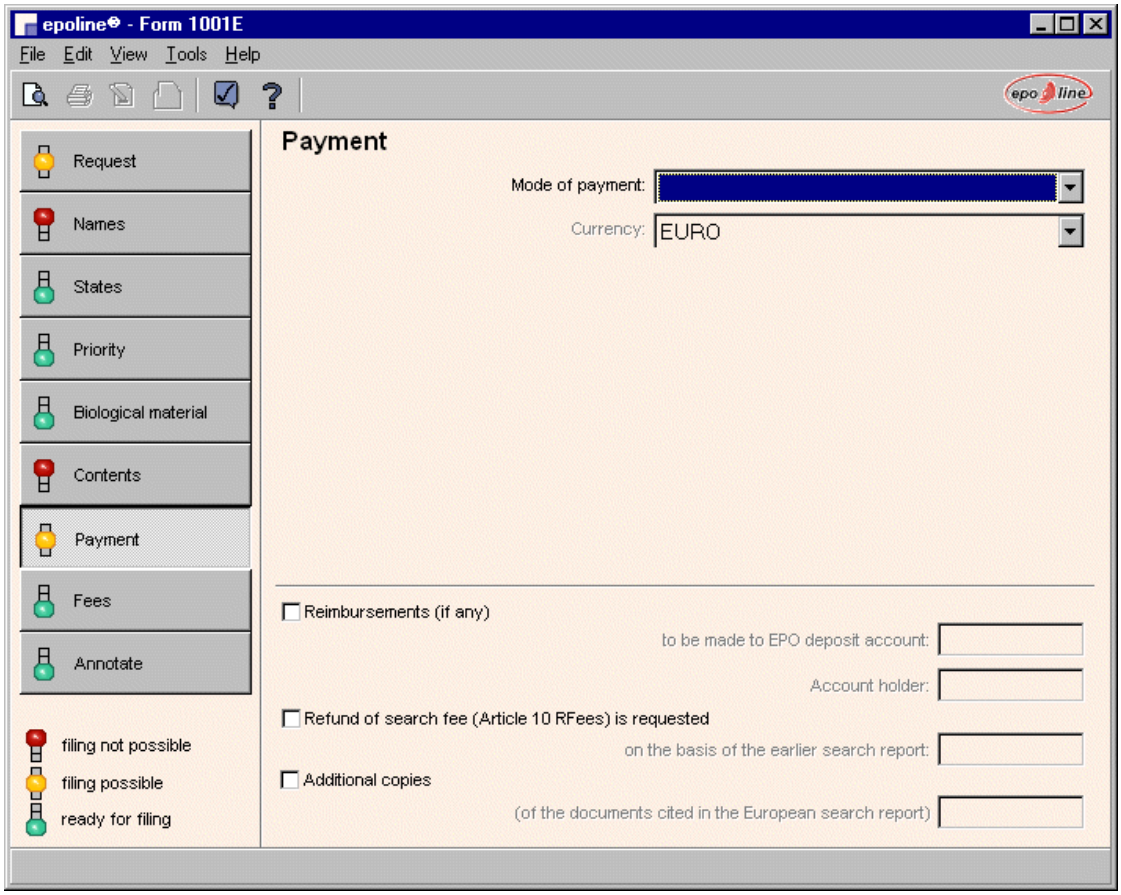


Figure 83 Form 1001E, *Payment* section

To specify the payment details:

1. Select a **mode of payment** from the drop-down list.
2. The currency is EURO.
3. Enter a **deposit account number**. This must consist of eight digits, starting with **28**.
4. Type an **account holder**.
5. Select any further relevant options.

3.8.1 Payment pop-up menu

Click the right mouse button on an item in the *Payment* section of Form 1001E to see the pop-up menu. You can undo the last action or use the Windows *clipboard* to copy or paste text.

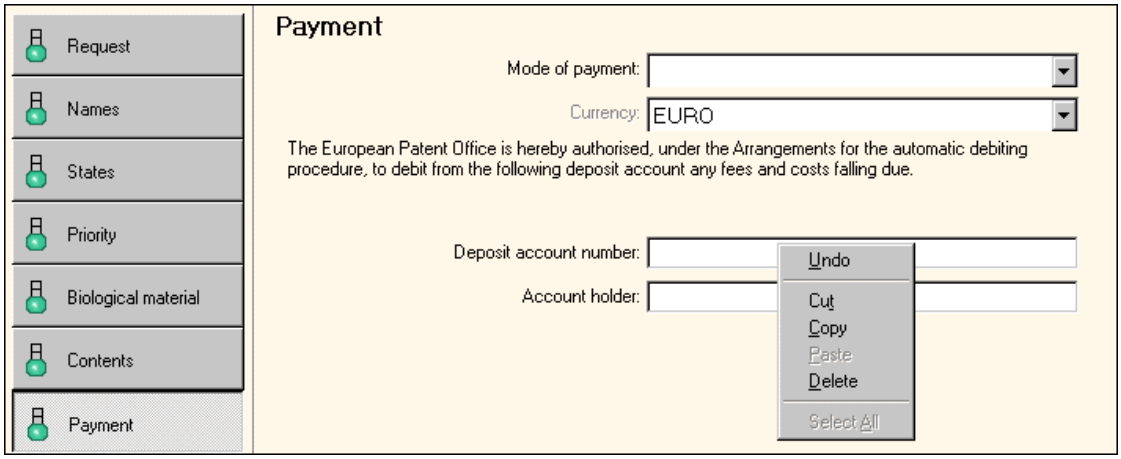


Figure 84 Form 1001E, *Payment* pop-up menu

3.9 Fees, Form 1001E

The *Fees* section of Form 1001E has three tabs:

- Standard Fees
- Other Fees
- Additional Fees

The fees displayed in the *Fees* section of Form 1001E depend on the option you chose in the *Payment* section. Click the drop-down arrow to get the *Fee schedule valid as of:* date. The fee information is held in the Maintenance section. You can only view it here.

3.9.1 Standard fees

1. Click the **Standard Fees** tab.
2. Select the date from the drop-down menu.

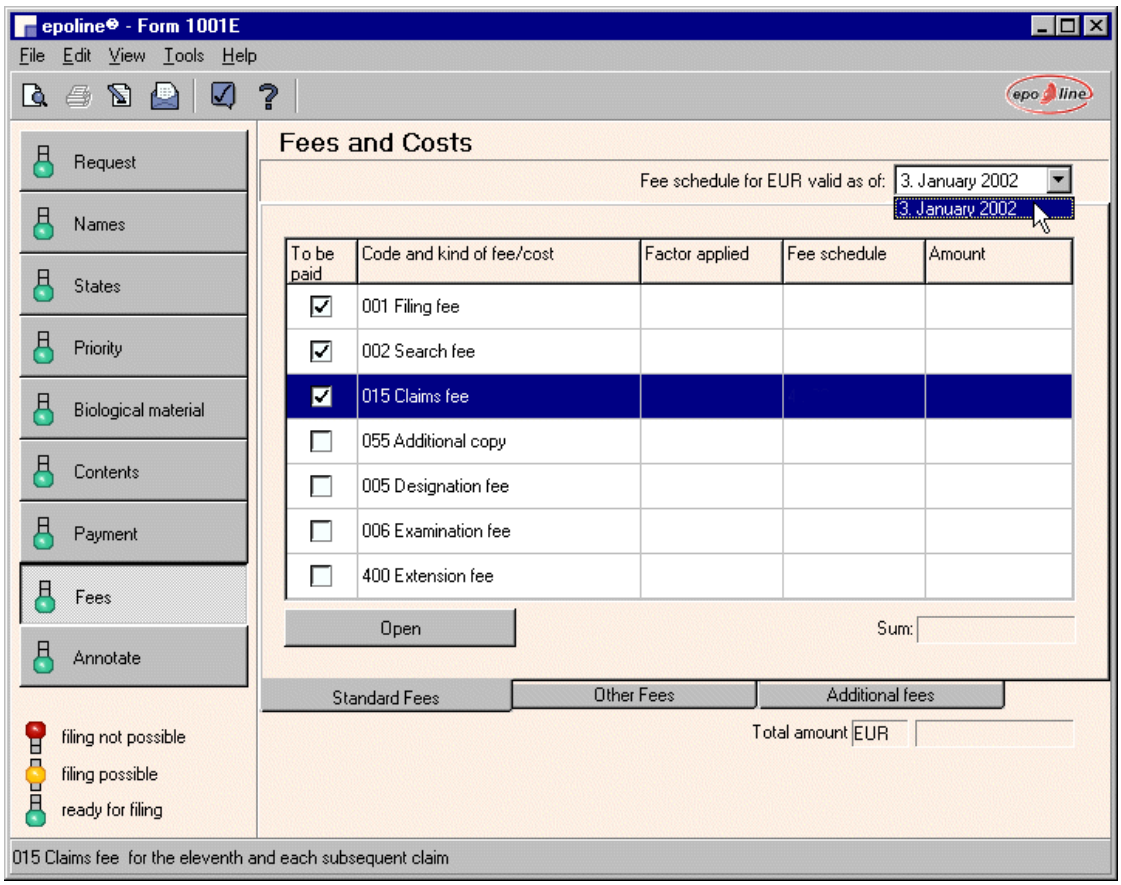


Figure 85 Form 1001E, *Fees* section, selecting date

3. Click **Yes** at the confirmation prompt.

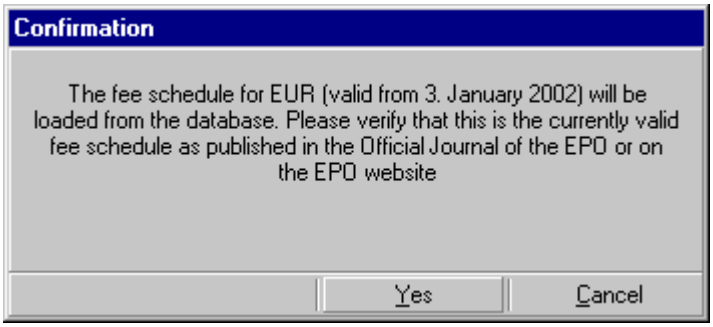

Confirmation
The fee schedule for EUR (valid from 3. January 2002) will be loaded from the database. Please verify that this is the currently valid fee schedule as published in the Official Journal of the EPO or on the EPO website
Yes
Cancel

Figure 86 Fee schedule, *Confirmation* prompt

The fees and their descriptions are listed, with the relevant options selected. The total amount due is displayed at the bottom of the form.

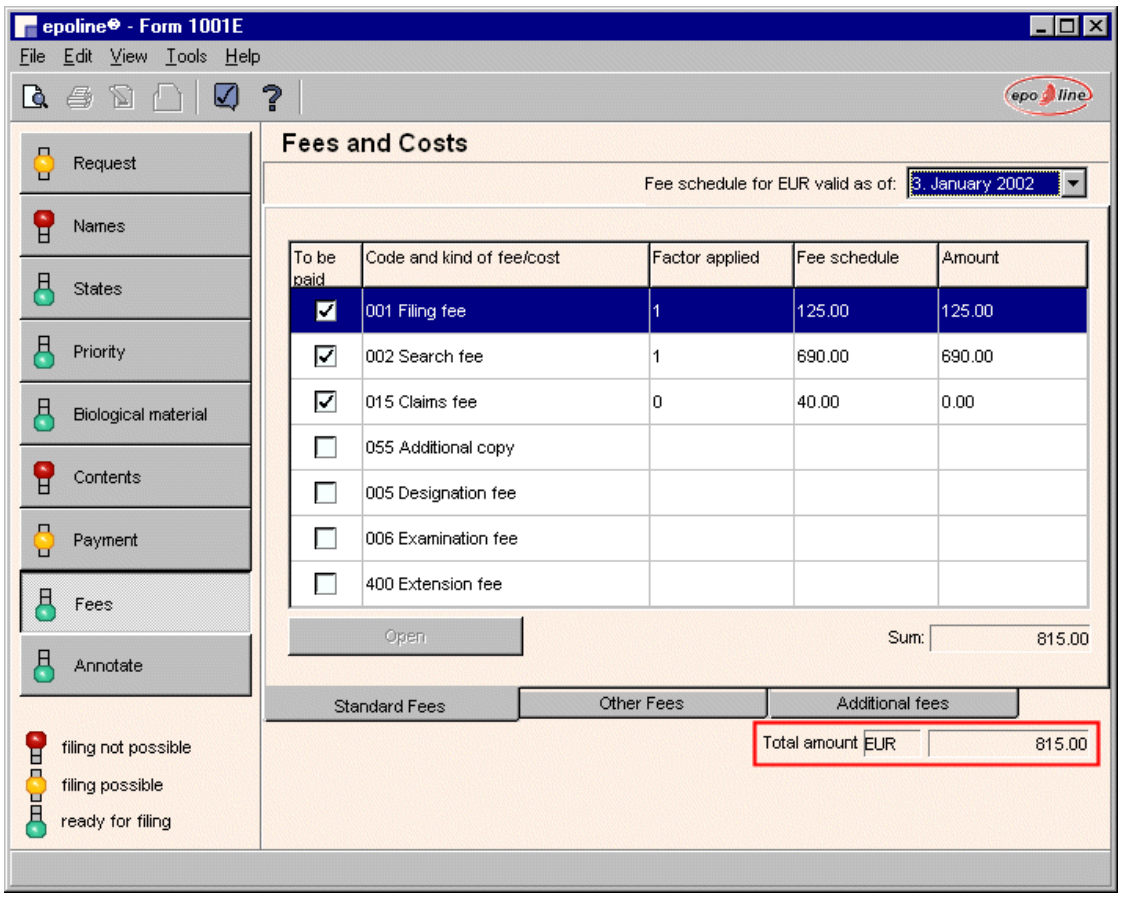


Figure 87 Form 1001E, *Fees*, sample amounts

3.9.2 Changing the claims fee factor

Double click the *Claims fee* item in the *Standard Fees* tab if necessary to change the number of claims for which you intend to pay. When the *Claims* window opens, enter the new number of claims.

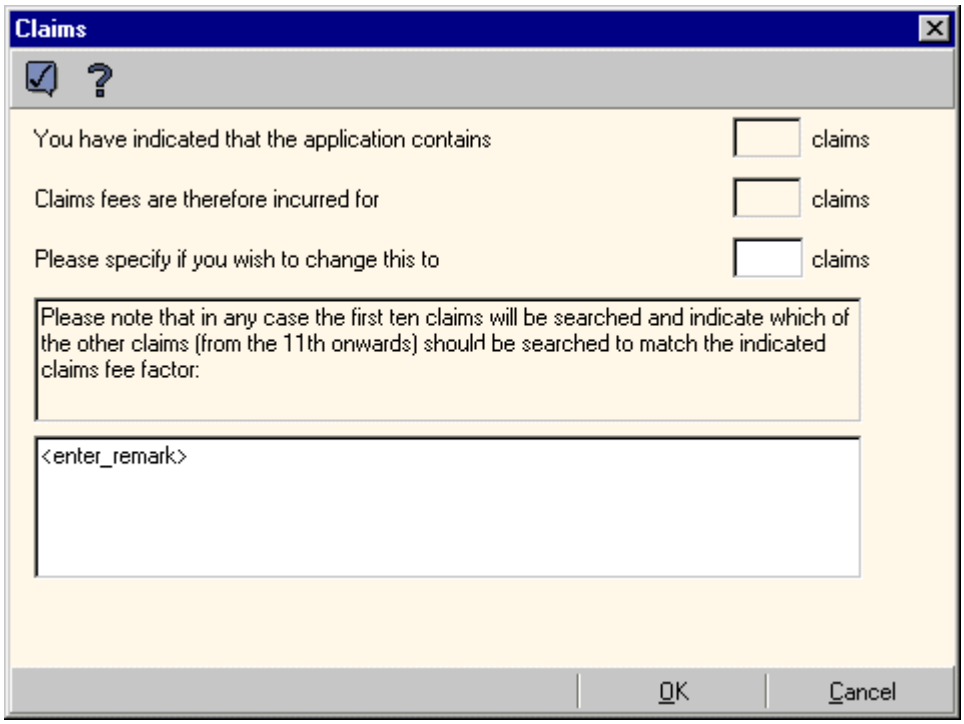

Claims
You have indicated that the application contains
claims
Claims fees are therefore incurred for
claims
Please specify if you wish to change this to
claims
Please note that in any case the first ten claims will be searched and indicate which of the other claims (from the 11th onwards) should be searched to match the indicated claims fee factor:
<enter_remark>
OK
Cancel

Figure 88 *Claims* window, changing number

3.9.3 Other fees

Other fees, including priority document and renewal fees, are listed in the *Other Fees* section of Form 1001E. Once the date is selected, relevant options can be selected, and their amounts will be imported from the fee schedule.

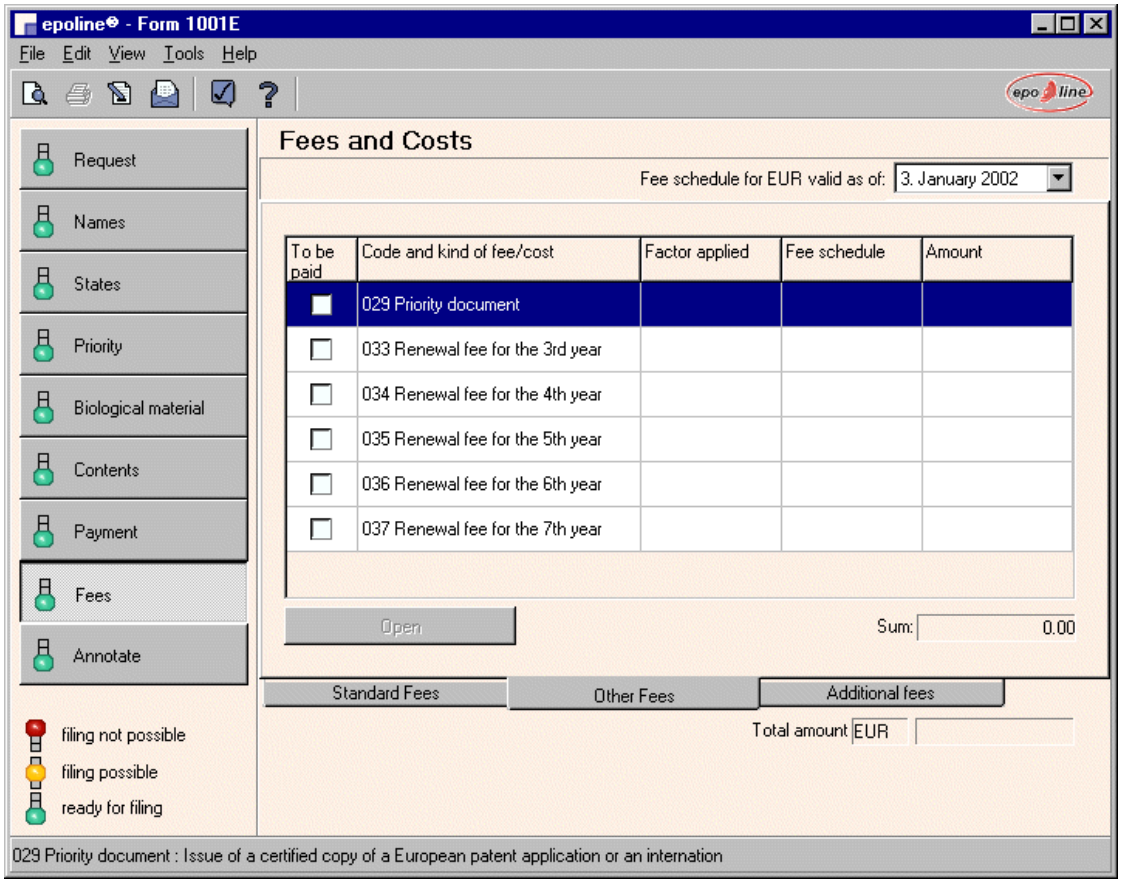


Figure 89 Form 1001E, *Fees*, *Other Fees* tab

3.9.4 Additional fees

The *Additional Fees* tab of the *Fees* section is targeted for future development. It lists fees applying to a variety of circumstances.

1. Click the **Additional Fees** tab and scroll through the drop-down list to view a list.

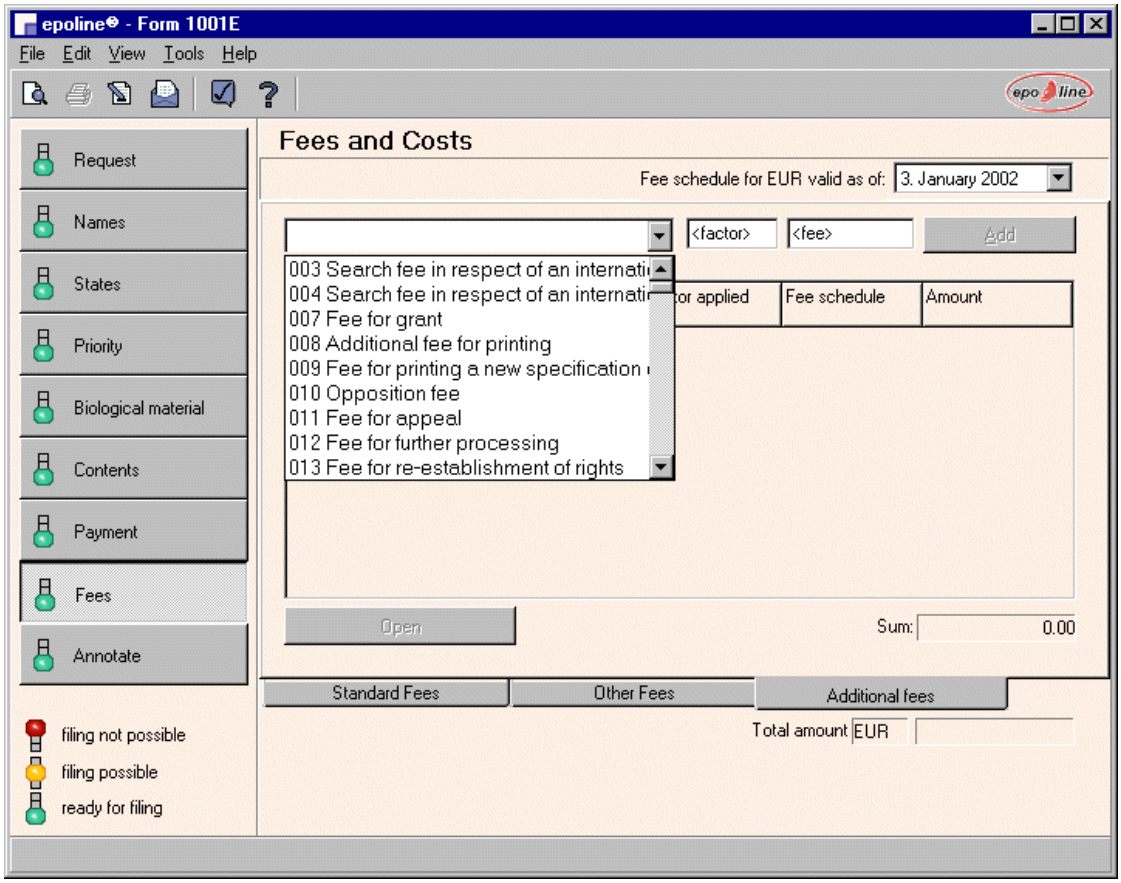


Figure 90 Form 1001E, *Fees*, *Additional Fees* tab

3.9.5 Fees pop-up menu

Click the right mouse button on an item in the *Fees* section of Form 1001E to see the pop-up menu. You can add a *Note (for EPO)*. This will be transmitted to the European Patent Office. You can also add a *Note (internal)*. This will not be transmitted to the EPO.

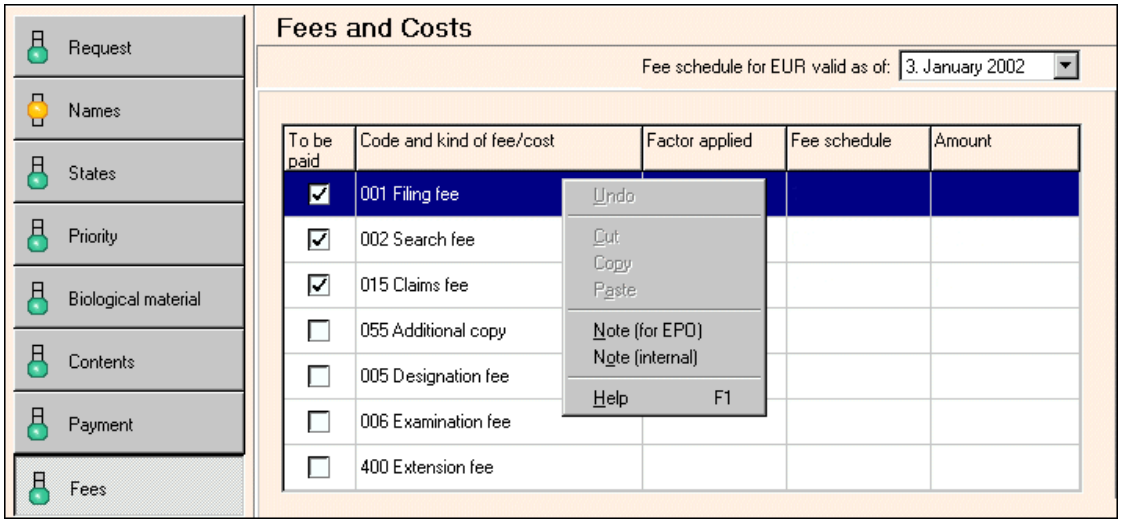


Figure 91 Form 1001E, *Fees* pop-up menu

3.10 Annotate, Form 1001E

You may add notes to your patent application. A *Note (for EPO)* is a comment intended for the EPO, as part of the data submitted. A *Note (internal)* is for internal use only. The *Annotate* section of Form 1001E is where you can see all the notes that have been made for this application.

The *Annotate* section also contains the *validation log* with all the validation messages for the application.

3.10.1 Adding a note

1. In the *Annotate* section select a type of note from the drop-down list and click the **Add** button.

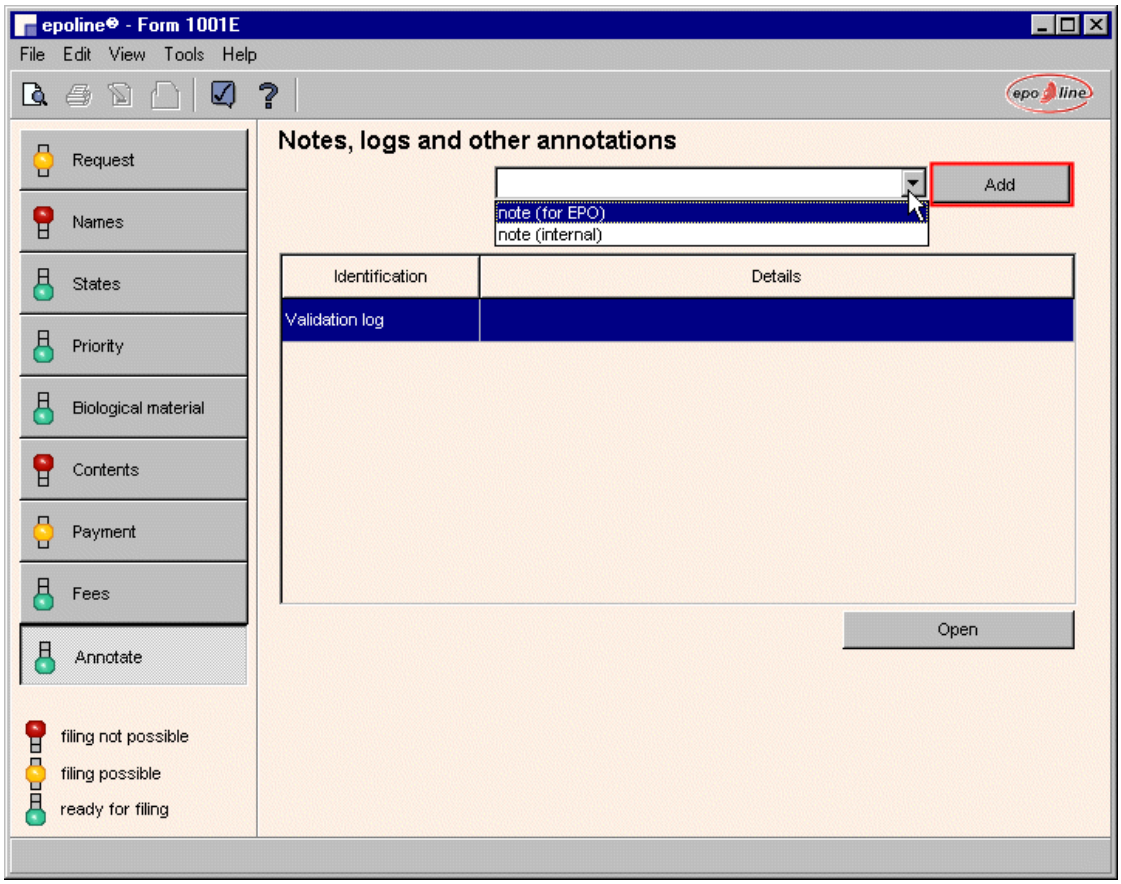


Figure 92 Form 1001E, *Annotate*, selecting *Note*

The *Note* window opens, either *Note (for EPO)* or *Note (internal)* depending on the option you selected.

1. Identify yourself in the author box.
2. Type a subject for the note.
3. Type the note and then click **OK**.

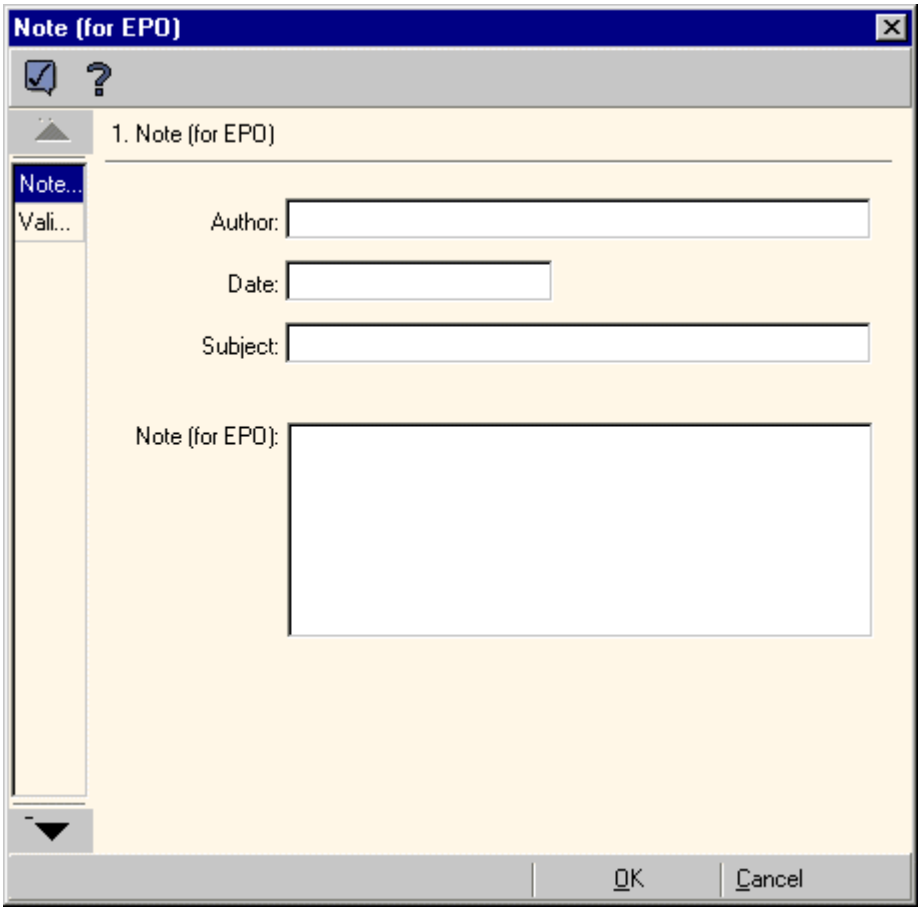


Figure 93 Form 1001E, *Note (for EPO)*

You can also add notes from the pop-up menus of other Form 1001E sections.

3.10.2 Deleting a note

1. In the *Annotate* section, click a note to select it.
2. Click the right mouse button on the note to display the pop-up menu.
3. In the pop-up menu select **Cut**.

This operation cannot be undone.

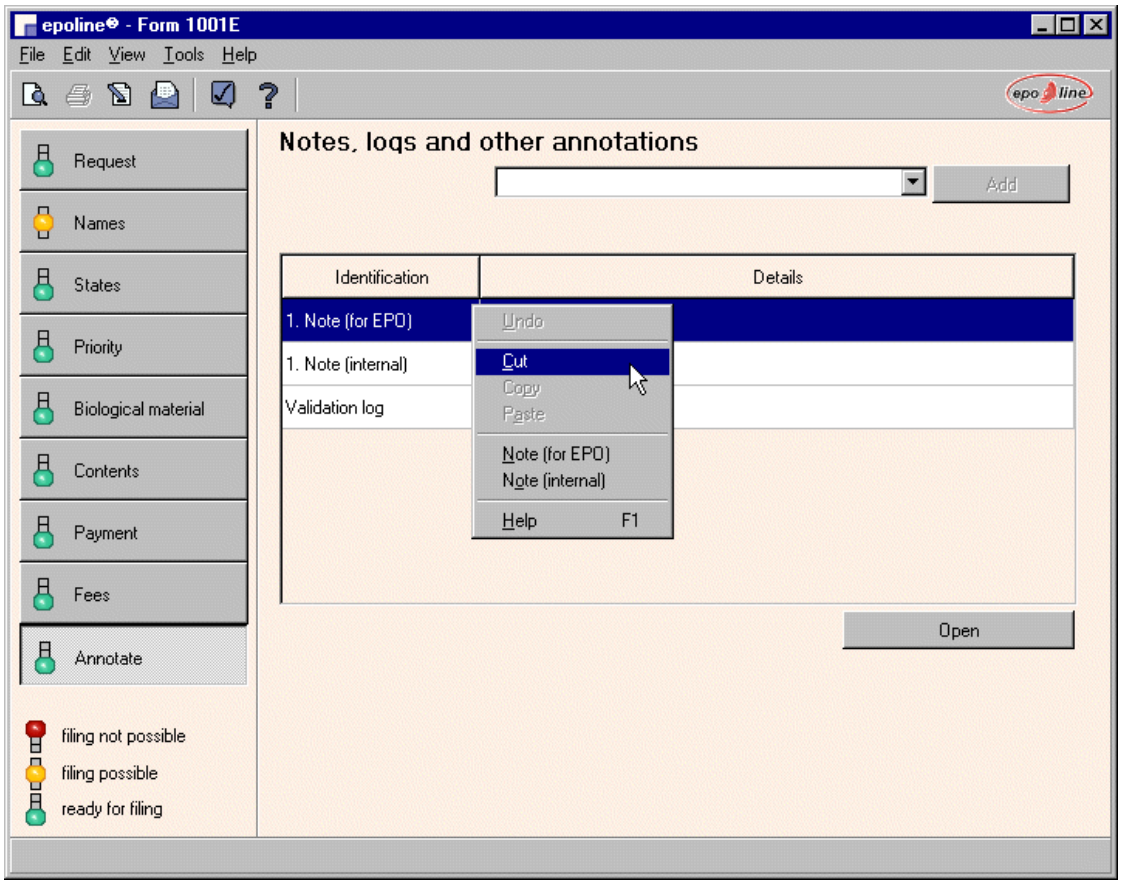


Figure 94 Form 1001E, *Annotate*, pop-up menu with *Cut* option

3.10.3 Validation log

The *validation log* contains all the validation messages issued while this application is being prepared. To see the list of messages, double click the **validation log** item in the *Annotate* section. The *validation log* window opens and displays the messages.

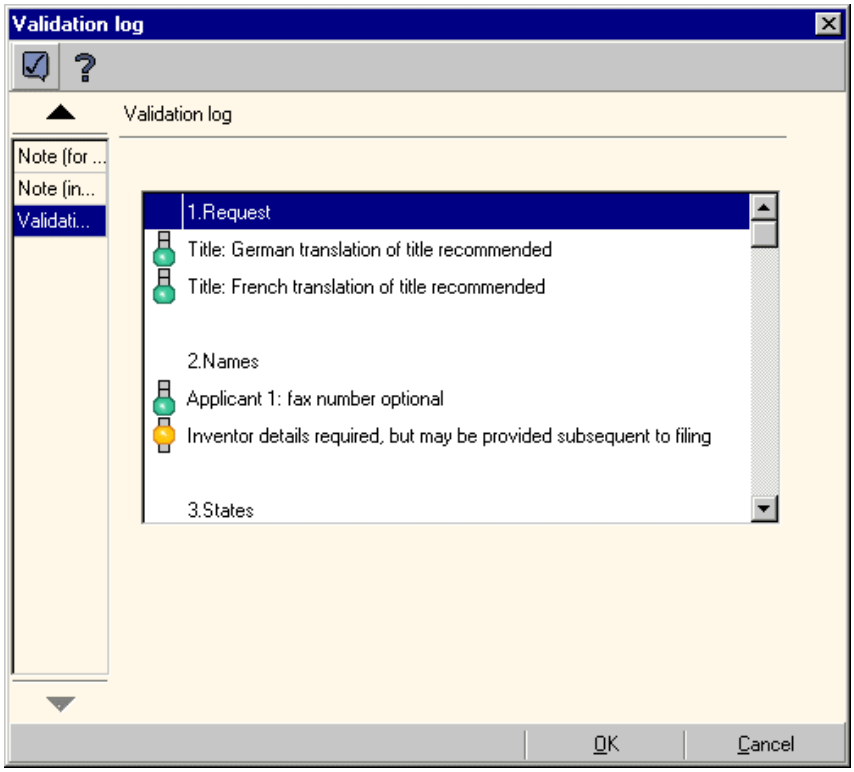


Figure 95 Form 1001E, *validation log*

3.10.4 Annotate pop-up menu

Click the right mouse button on an item in the *Annotate* section of Form 1001E to see the pop-up menu. You can add a note for the EPO. This will be transmitted to the European Patent Office. You can also add an internal note. This will not be transmitted to the EPO.

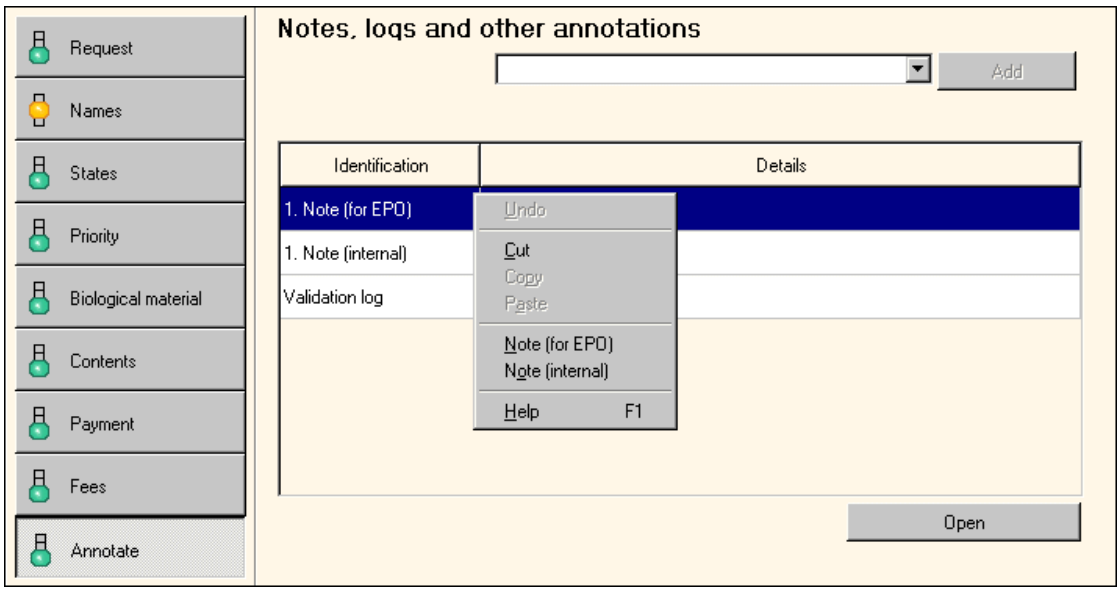


Figure 96 Form 1001E, *Annotate* pop-up menu

3.11 Saving Form 1001E

3.11.1 Saving Form 1001E as a draft

1. Once you have entered the information you require, from the Form 1001E menu select **File, Save as Draft**.
   The form remains open with the information entered so far saved to the *Drafts* folder.

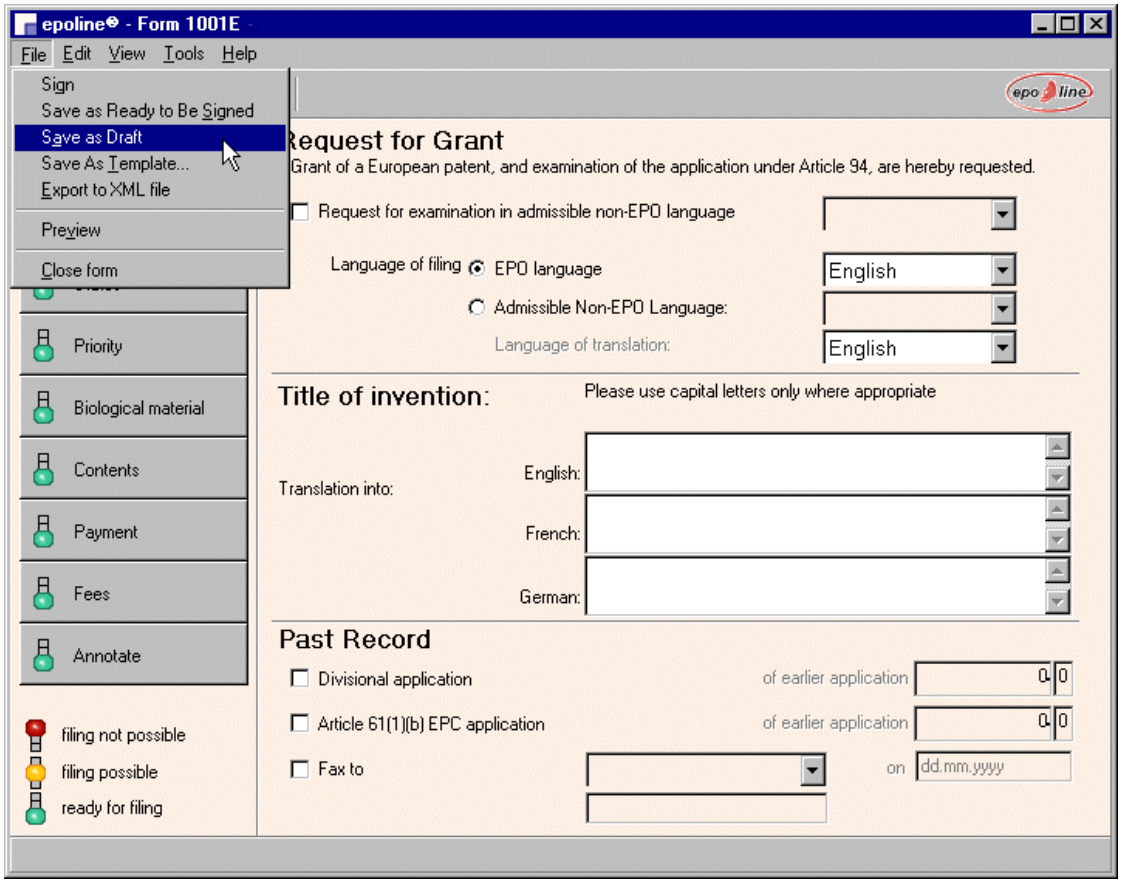


Figure 97 Form 1001E, *Save as Draft* menu option

To close the form and save the information:

1. Once you have entered the information you require click the **Window Close** button.

2. At the prompt, select the option **Save as Draft** and then click **OK**.

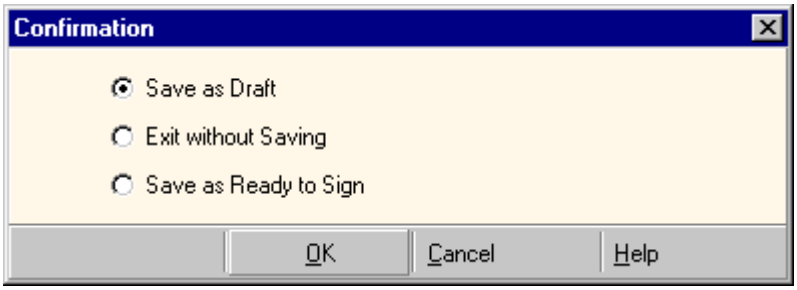


Figure 98 *Confirmation*, *Save as Draft* option

3.11.2 Saving Form 1001E as ready to sign

1. Once you have entered the information you require, from the Form 1001E menu select **File, Save as Ready to be Signed**.

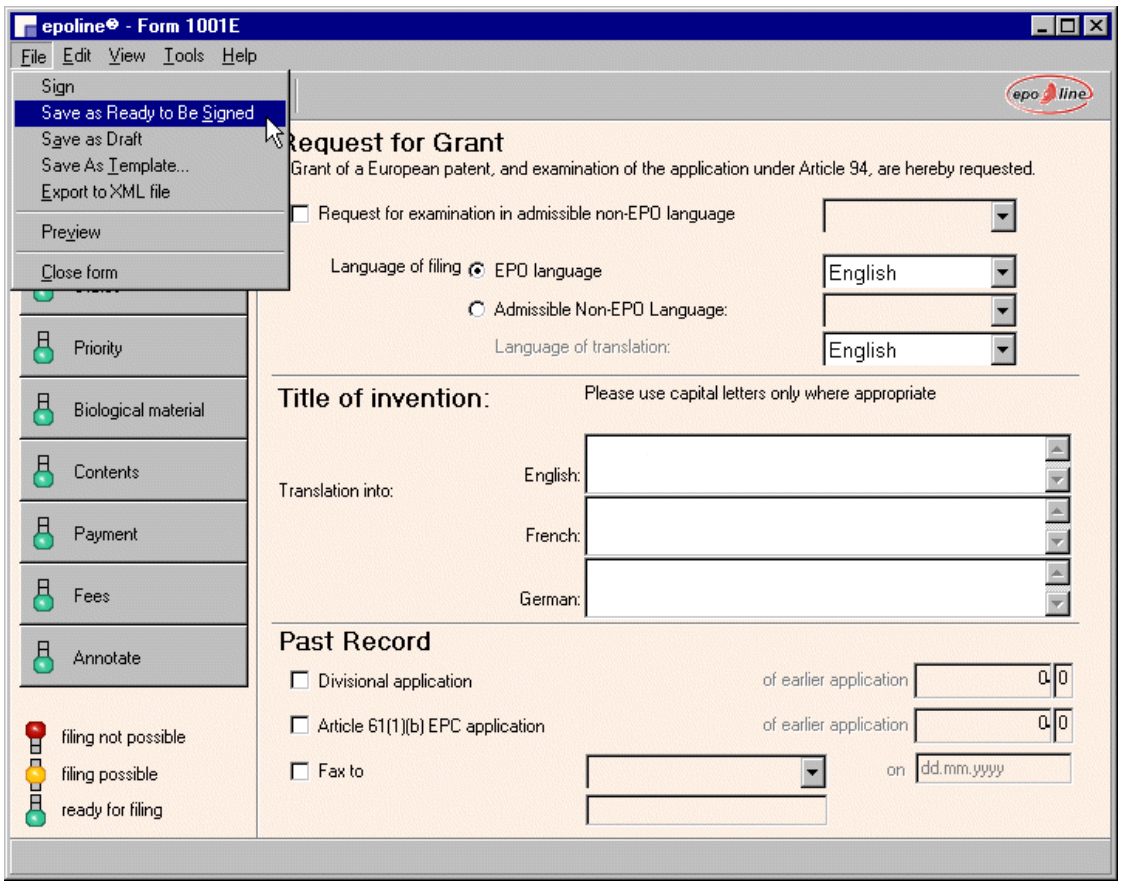
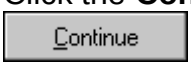


Figure 99 Form 1001E, *Save as Ready to be Signed* menu option

The *Submission Preparation Progress* prompt appears.

2. Click the **Continue** button.



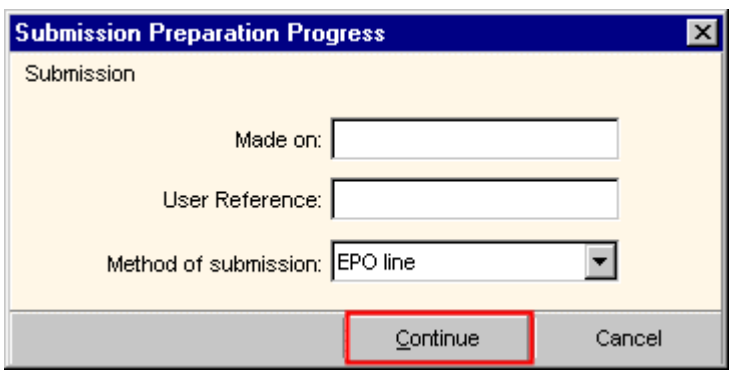


Figure 100 *Submission* window, saving application

The *Submission Preparation Progress* window expands as ***epoline***® Online Filing checks that all the required information is included. When Online Filing finishes its checks, the *Close* button appears.

Note that the method of submission is ***epoline***®. You may either submit patent applications over a secure Internet link (EPO line) or you can write the file to a CD and then send it by mail/express delivery. If you have selected the Send to CDR option on a previous occasion you must reselect ***epoline***® to use it again. .

3. Click the **Close** button.

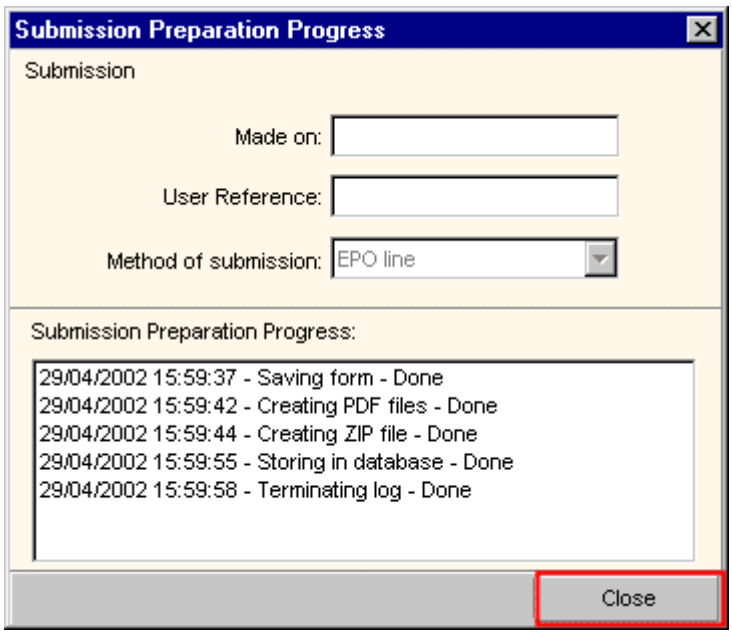

Submission Preparation Progress
Submission
Made on:
User Reference:
Method of submission:
EPO line
Submission Preparation Progress:
29/04/2002 15:59:37 - Saving form - Done
29/04/2002 15:59:42 - Creating PDF files - Done
29/04/2002 15:59:44 - Creating ZIP file - Done
29/04/2002 15:59:55 - Storing in database - Done
29/04/2002 15:59:58 - Terminating log - Done
Close

Figure 101 *Submission* window expanded

The processed form is now filed in the *Ready to Sign* folder.

3.11.3 Saving Form 1001E as a template

1. Once you have entered the information you want to save for reuse, from the Form 1001E menu select **File, Save as Template**.

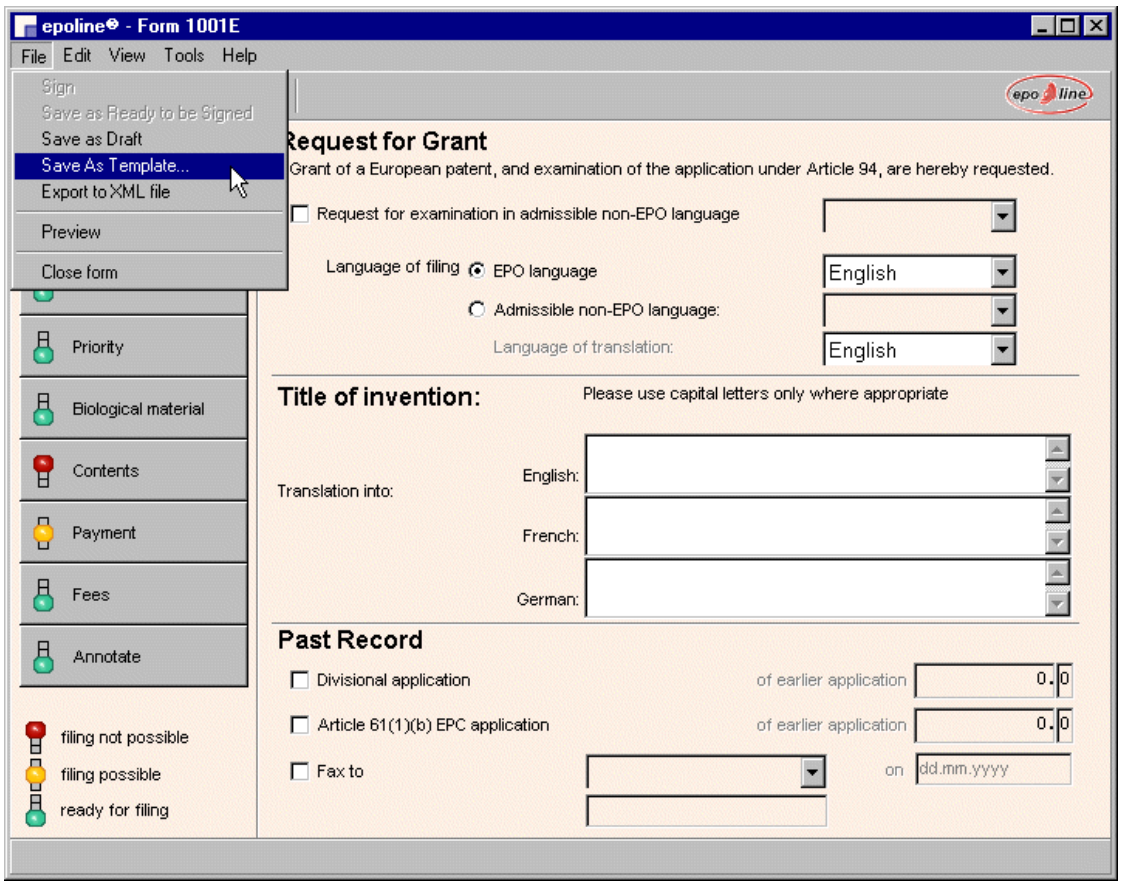


Figure 102 Form 1001E, *Save as Template* menu option

The *Save template* prompt appears.

2. Enter a reference for the template and then click **OK**.
   The new template will appear in the ***epoline***® File Manager *Templates* folder under this reference name.

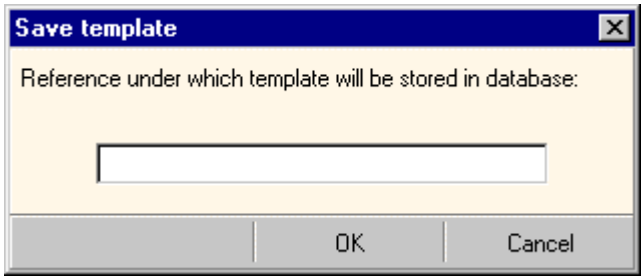


Figure 103 *Save template* prompt

epoline® Online Filing

Version 2

Preparing the European phase of a PCT application
EP procedure Euro-PCT(1200E)

In this section:

4 PREPARING THE EUROPEAN PHASE OF A PCT APPLICATION.... 113

4.1 OVERVIEW OF FORM EURO-PCT(1200E)..... 113
4.2 EP PHASE, FORM 1200E..... 124
4.3 NAMES, FORM 1200E..... 125
4.4 STATES, FORM 1200E..... 129
4.5 BIOLOGICAL MATERIAL, FORM 1200E..... 132
4.6 DOCUMENTS, FORM 1200E..... 136
4.7 TRANSLATIONS, FORM 1200E..... 137
4.8 CONTENTS, FORM 1200E..... 140
4.9 PAYMENT, FORM 1200E..... 147
4.10 FEES, FORM 1200E..... 149
4.11 ANNOTATE, FORM 1200E..... 152
4.12 SAVING FORM 1200E..... 156

European Patent Office

4 Preparing the European phase of a PCT application

4.1 Overview of Form Euro-PCT(1200E)

epoline® Form Euro-PCT(1200E) is the electronic equivalent of Form 1200. It is used for preparing the European phase of a PCT application.

The Form 1200E window is organised into several parts to help you fill in the application details: *menu*, *toolbar* and *information sections*. The sections are listed down the left-hand side of the window. Form 1200E references your previous application for information such as filing names and documentation.

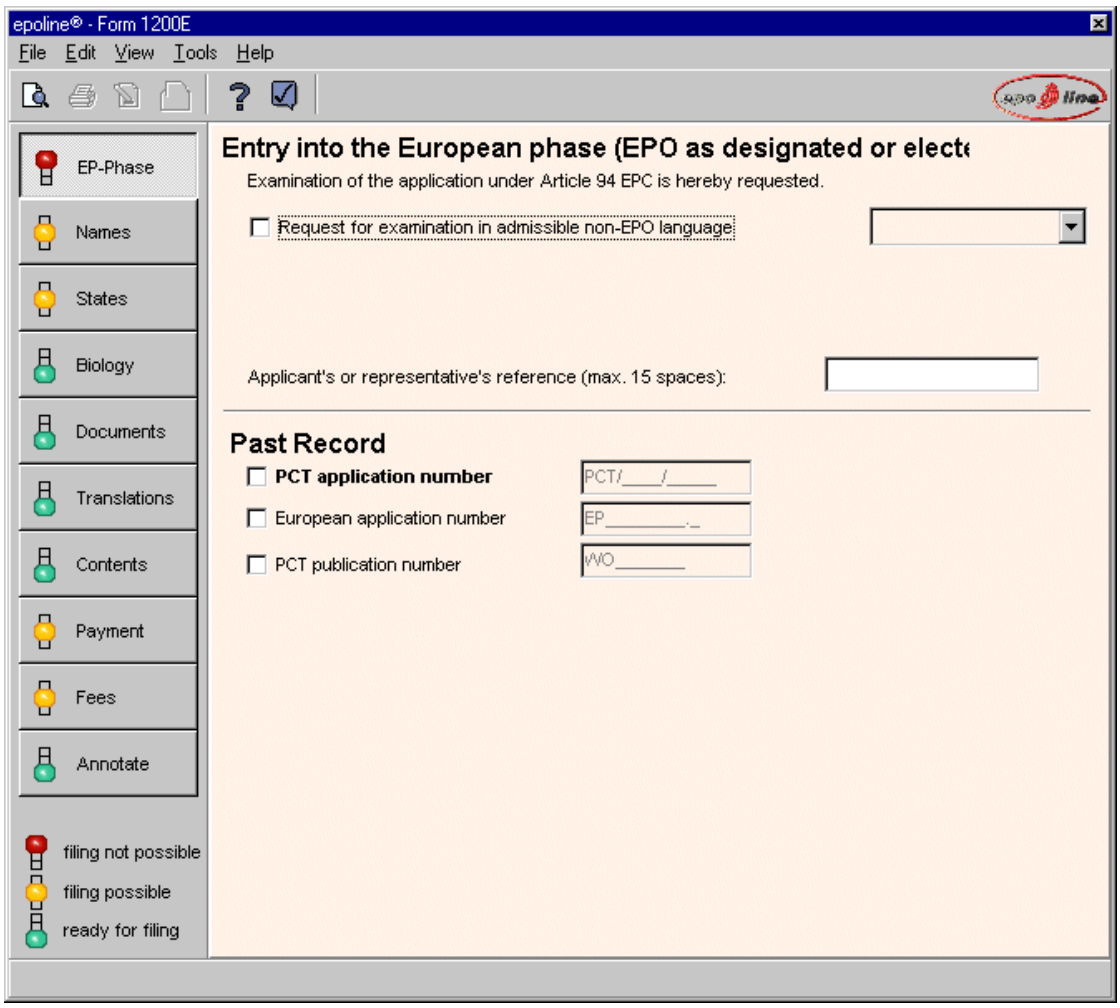


Figure 104 *Form 1200E* opening window

As you prepare the application, two features will help you decide whether the information is complete and correct:

1. **Traffic lights**. For more information see *Traffic lights* on page 13.
2. **Validation messages**. For more information see *Validation messages* on page 13.

4.1.1 Creating a New Form Euro-PCT(1200E)

1. In the *epoline*® File Manager menu select **File, New Form, Euro-PCT(1200E).** This will create a patent application using Form 1200E.

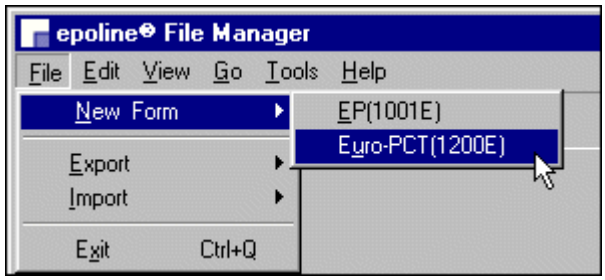


Figure 105 ***File, New Form Euro-PCT(1200E)***

You can also create a new form by double clicking the template named *Euro-PCT(1200E)*.

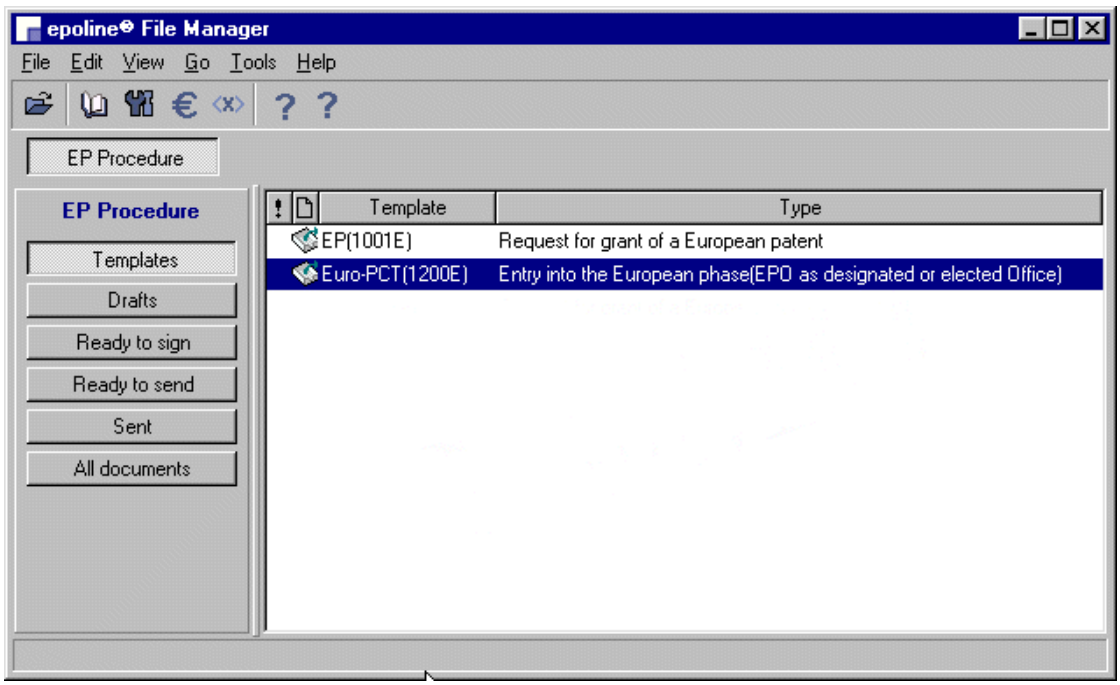


Figure 106 ***Templates*****, Euro-PCT(1200E) option**

The *New application* window opens.

2. Select the language of the proceedings from the drop-down list.

3. Enter a **user reference**.
   This reference must be unique. It is the name of this patent application.
4. Select the option **Use *epoline*® File Manager categories** if you wish and then click **OK**.

Figure 107 *New application*

4.1.1.1 Using categories

Categories allow you to organise your patent applications and Address Book entries into groups that you define.

1. If you wish, select the option **Use *epoline*® File Manager categories**, and then click **OK**.

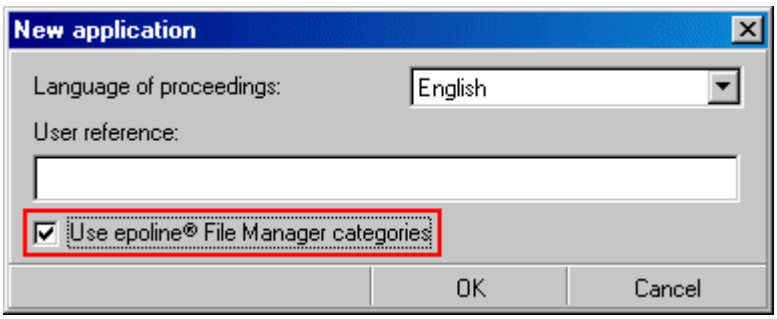


Figure 108 *New application*, categories option

The *Information* prompt for *user-defined categories* opens.

2. Click **OK** to confirm that you wish to use categories.

Figure 109 *Information*, user-defined categories

The *New application* window expands.

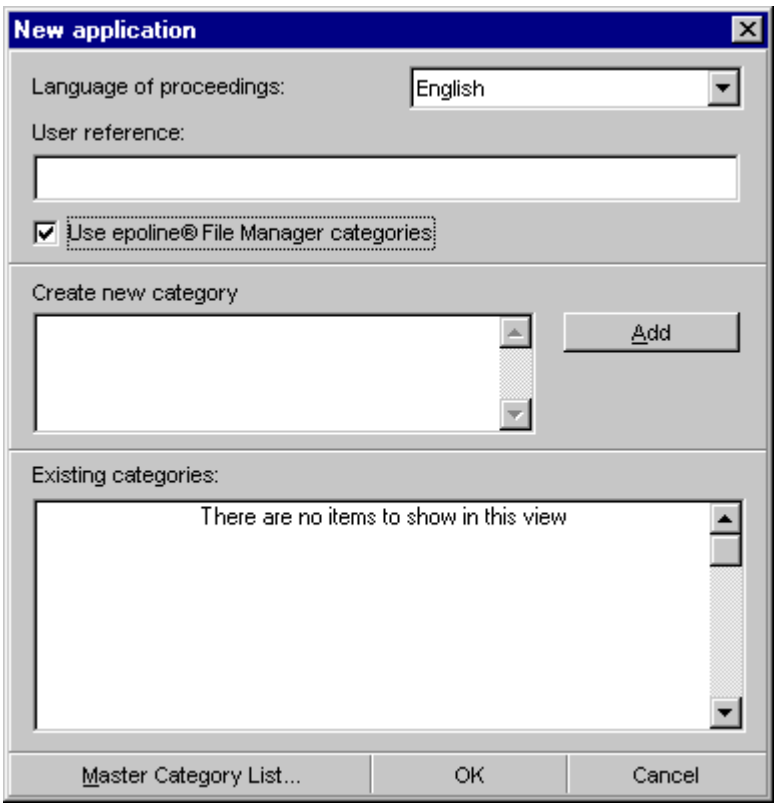


Figure 110 New application window expanded

3. To add a new category, click the **Master Category List…** button.

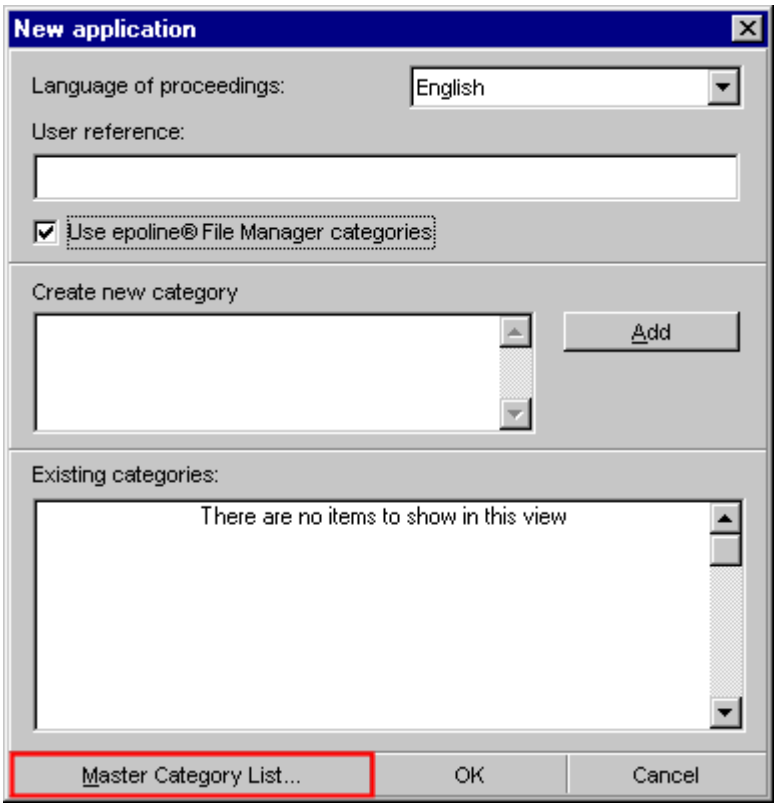


Figure 111 ***New application*****, master categories**

The *Master Category List* window opens.

4. Type a **category name** that is meaningful to you, and then click the **Add** button.

5. Add more categories if you wish, and then click **OK** to close the window.

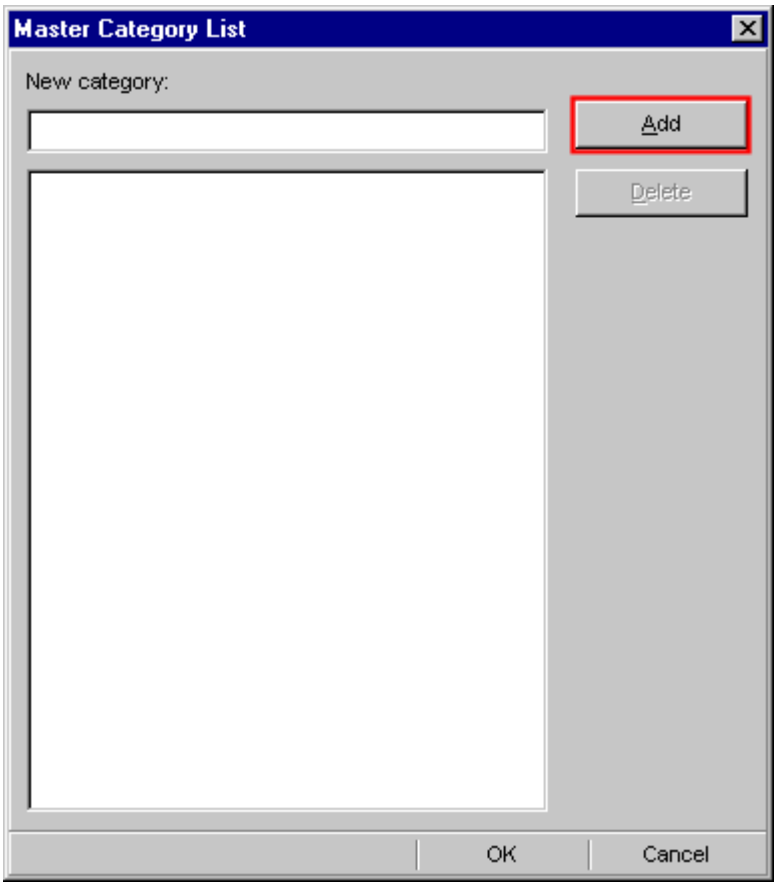
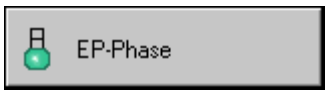
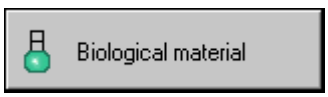


Figure 112 *Master Category List*

Once you have created categories you can use them to sort applications in the ***epoline***® File Manager. For more information see *Sorting applications* on page 212. You can also apply these categories to entries in your Address Book. For more information see *Displaying Address Book entries by category* on page 218.

4.1.2 Form 1200E sections

The sections organise the information into the sections you need to complete.

Section	Description
	Enter reference information for previous application
	Enter changes to applicant details May add a new representative
	Select the designated states for the application
	Input details of biological material filed if relevant Name depositary institution
	Indicate which documents are intended for proceedings before the EPO
	Note documents translated into one of the official EPO languages (English, French or German).
	Confirm list of attached documents
	Set payment choices
	Set fee choices
	Add notes to application

4.1.3 Form 1200E menu options

The Form 1200E menu allows you to carry out common tasks.

Menu		Description
File	Sign	Add electronic signatures
	Save as Ready to be Signed	Save application in the *Ready to Sign* folder
	Save as Draft	Save work so far for later completion
	Save as Template	Save work as a basis for creating new forms
	Export to XML file	Save in eXtended Markup Language format
	Preview	Display the form in PDF format
	Close Form	Shut current application
Edit	Undo *(Ctrl Z)*	Undo the last action or clear the screen
	Cut *(Ctrl X)*	Remove selected item
	Copy *(Ctrl C)*	Make a duplicate of selected item
	Paste *(Ctrl V)*	Insert duplicated item
	Add to Address Book	Copy selected name to Address Book
	Note (for EPO)	Add a comment intended for EPO, as part of the data submitted
	Note (internal)	Add a comment contained in the form in preparation only, not for transmission to the EPO
View	EP Phase	Display the EP Phase section
	Names	Display the Names section
	States	Display the States section
	Biological Material	Display the Biological Material section
	Documents	Display the Documents section
	Translations	Display the Translations section
	Contents	Display the Contents section
	Payment	Display the Payment section
	Fees	Display the Fees section
	Annotate	Display the Annotate section
Tools	Validation	Display Validation messages and remarks
Help	Contents	Accesses the Help file
	About ***epoline***®	Display ***epoline***® general information and Customer Services details

4.1.3.1 Pop-up menus for Form 1200E

You can click your right mouse button in a section to view the pop-up menu. You can add a Note (for EPO). This will be transmitted to the European Patent Office. You can also add a Note (internal). This will not be transmitted to the EPO.

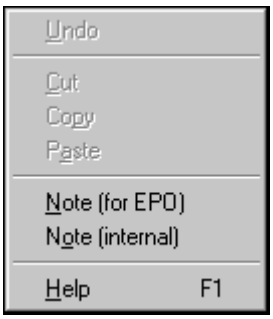


Figure 113 Form 1200E pop-up menu

4.1.4 Form 1200E toolbar options

Form 1200E toolbar buttons provide quick access to common tasks.

Button	Description
	Previews the page
	Prints the page
	Signs the form
	Saves the form as ready to be signed
	Opens the Help window
	Validation

Hover your mouse pointer over a button to see a brief description of what it does. If a function is not available at this point the button will be unavailable.

4.2 EP Phase, Form 1200E

The *EP Phase* section of Form 1200E is where you officially request examination of the application under Article 94 EPC, enter the applicant or representative reference and note previous application or publication numbers.

1. Enter the **PCT application number** from the previous application. This information is mandatory.

You may also request examination in an admissible non-EPO language. Click the drop-down arrow to select from the list.

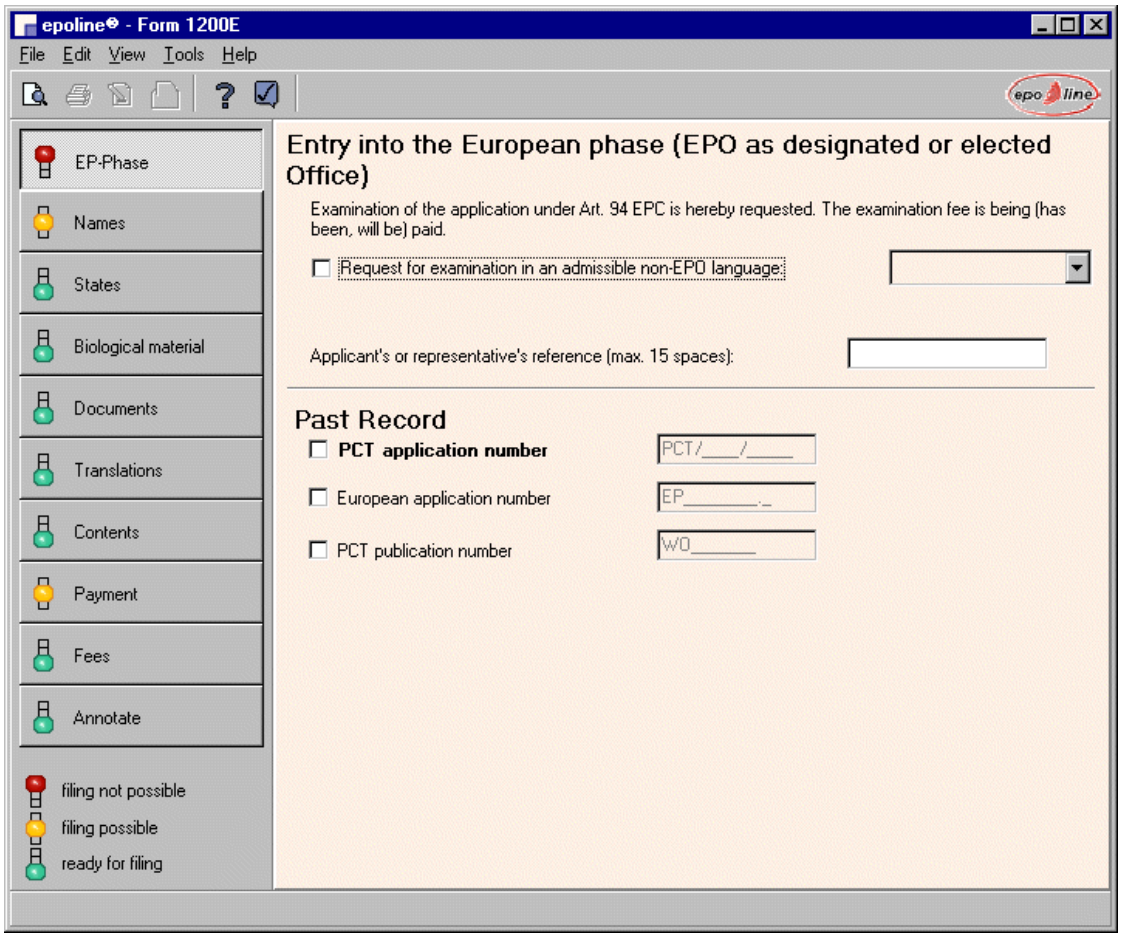


Figure 114 Form 1200E, *EP Phase* section

4.3 Names, Form 1200E

The *Names* section of Form 1200E is where you note any changes to applicant details. You can also add an address for correspondence or a new representative. Double click a function in the *Names* section to open the *Details* window.

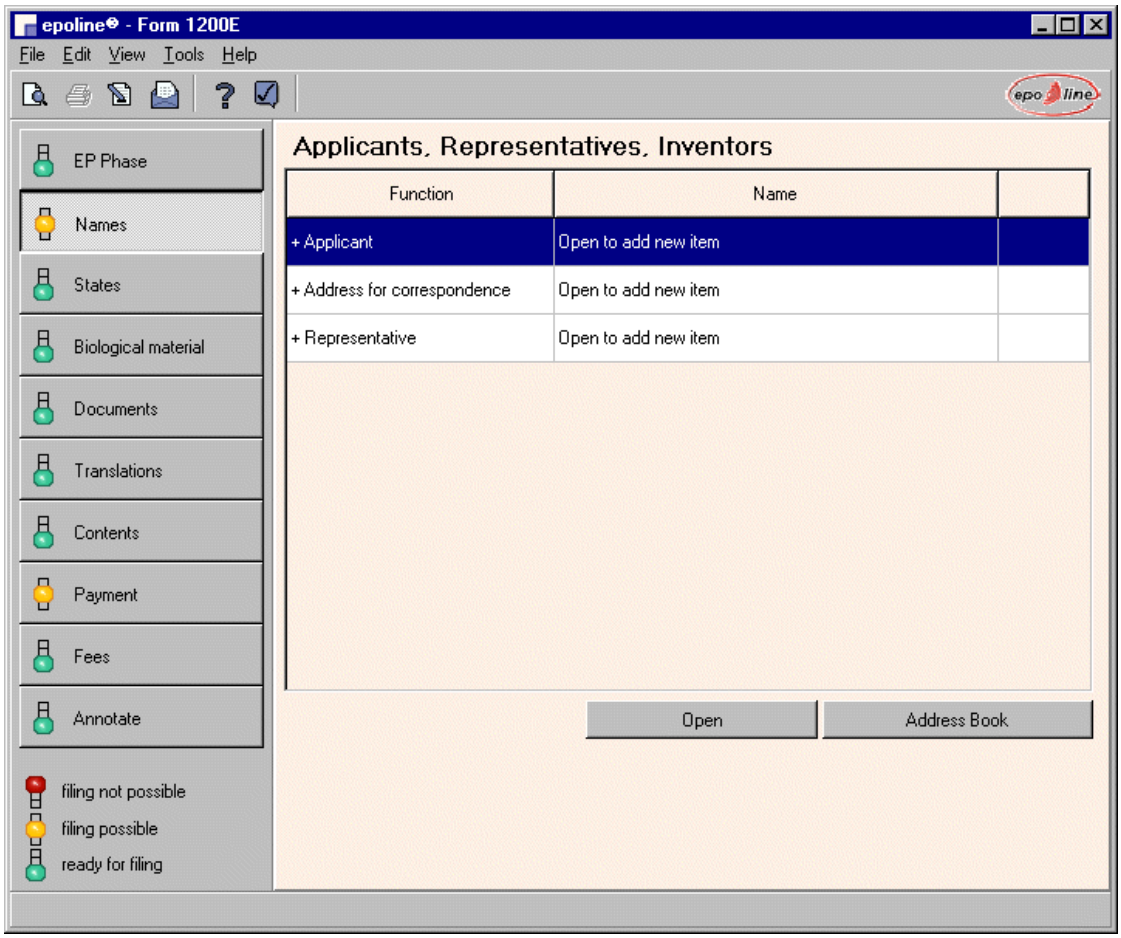


Figure 115 Form 1200E, *Names*

4.3.1 Applicant

In this section note any changes that have not yet been recorded by the International Bureau.

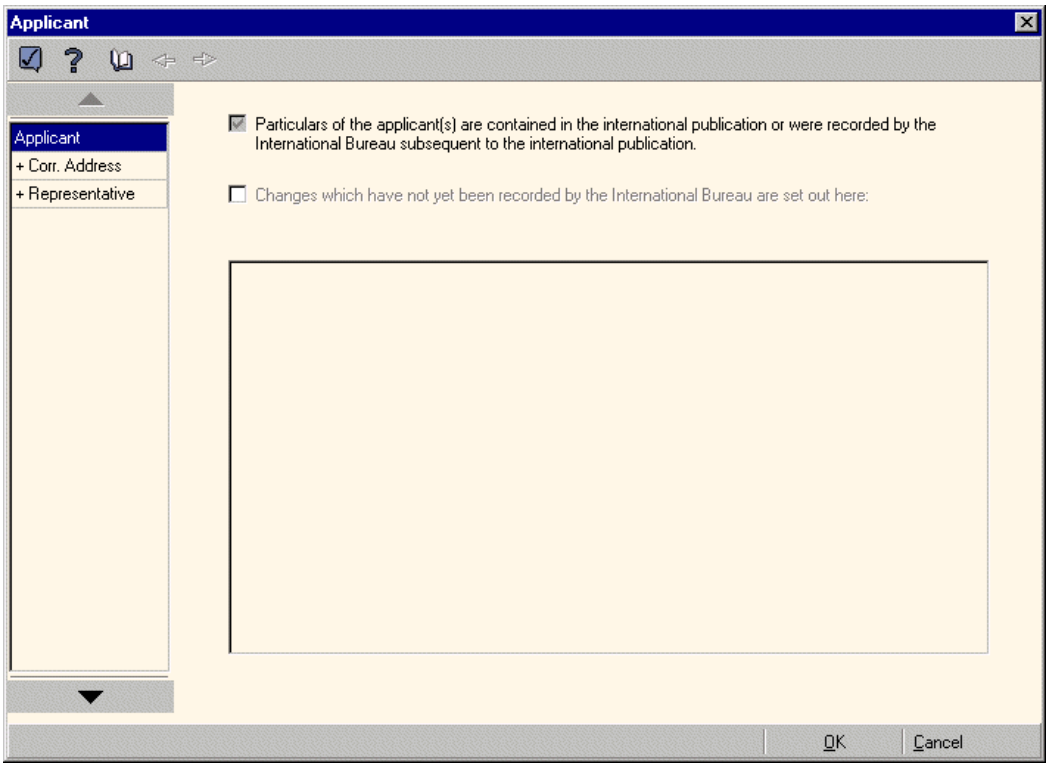

Applicant
Applicant
+ Corr. Address
+ Representative
Particulars of the applicant(s) are contained in the international publication or were recorded by the International Bureau subsequent to the international publication.
Changes which have not yet been recorded by the International Bureau are set out here:
OK
Cancel

Figure 116 Form 1200E, *Applicant*

4.3.2 Address for correspondence

Enter the details you wish to be used.

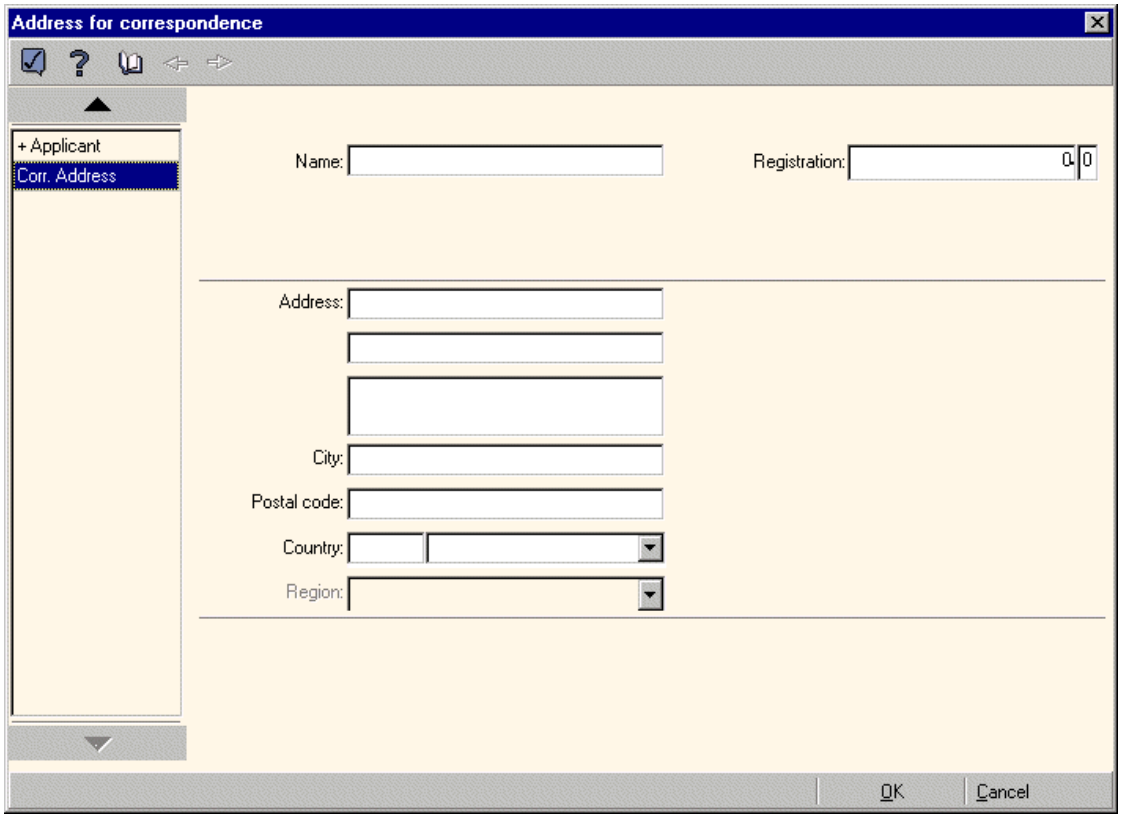


Figure 117 Form 1200E, *Address for correspondence*

4.3.3 Representative

Select the appropriate type of entry for the representative:

- Association
- Authorised representative
- Legal practitioner

Complete the details and select any options that are relevant to the current application.

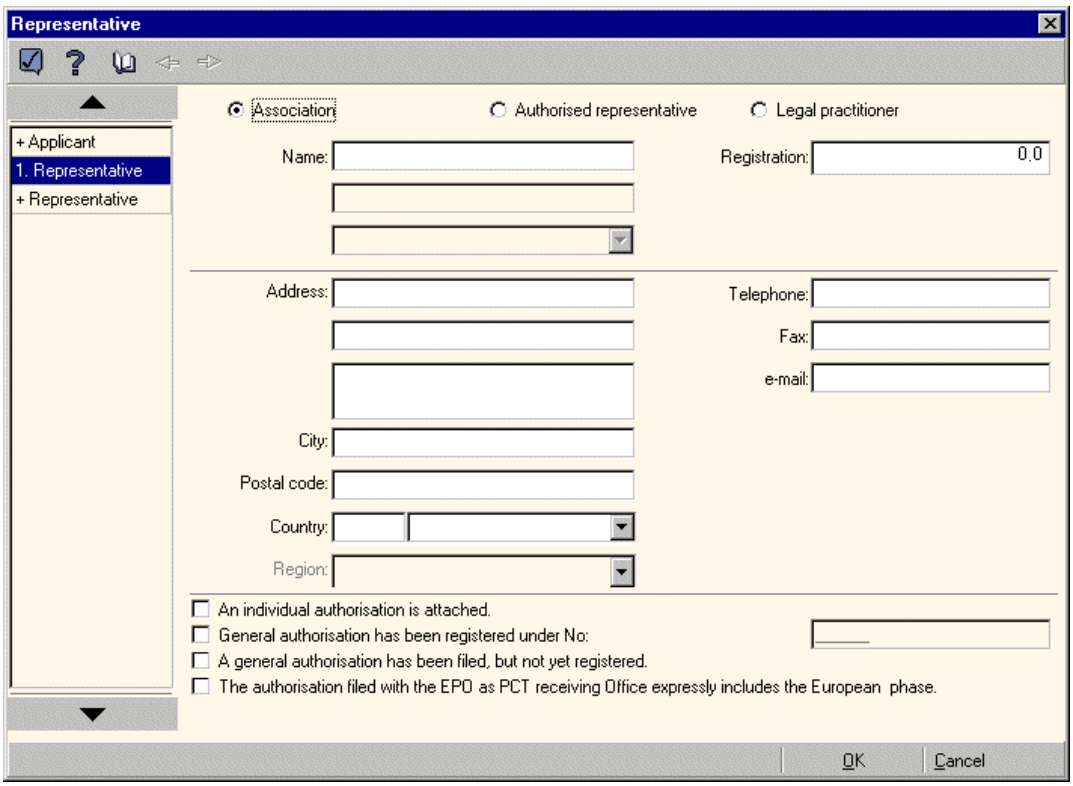


Figure 118 Form 1200E, *Representative*

4.4 States, Form 1200E

The *States* section of Form 1200E is where you designate the countries in which you require patent protection. You may also select extension states.

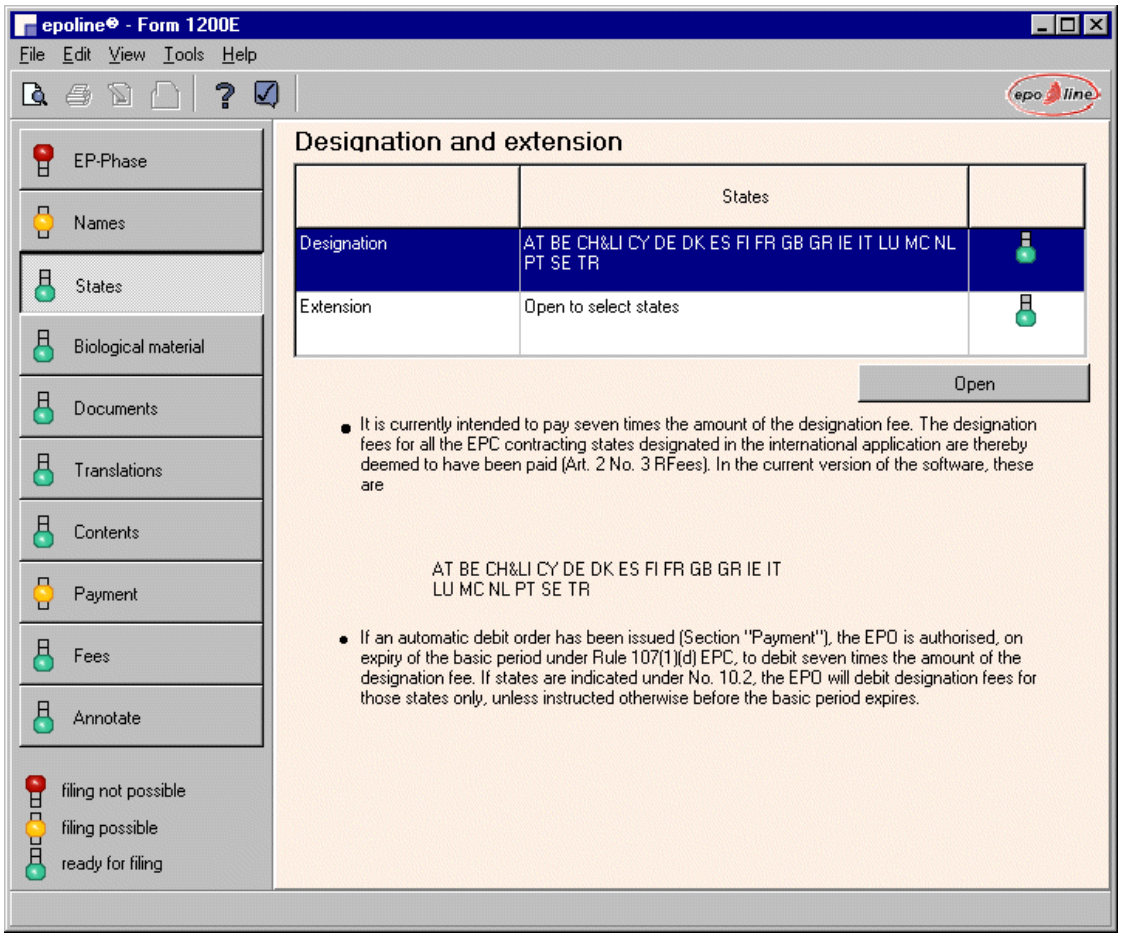

epoline® - Form 1200E
File Edit View Tools Help
EP-Phase
Names
States
Biological material
Documents
Translations
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Designation and extension
States
Designation
AT BE CH&LI CY DE DK ES FI FR GB GR IE IT LU MC NL PT SE TR
Extension
Open to select states
Open
It is currently intended to pay seven times the amount of the designation fee. The designation fees for all the EPC contracting states designated in the international application are thereby deemed to have been paid (Art. 2 No. 3 RFees). In the current version of the software, these are
AT BE CH&LI CY DE DK ES FI FR GB GR IE IT LU MC NL PT SE TR
If an automatic debit order has been issued (Section "Payment"), the EPO is authorised, on expiry of the basic period under Rule 107(1)(d) EPC, to debit seven times the amount of the designation fee. If states are indicated under No. 10.2, the EPO will debit designation fees for those states only, unless instructed otherwise before the basic period expires.

Figure 119 Form 1200E, *States*

To designate contracting states

1. Double click the **Designation** option.

The *Designation Fees* window opens.

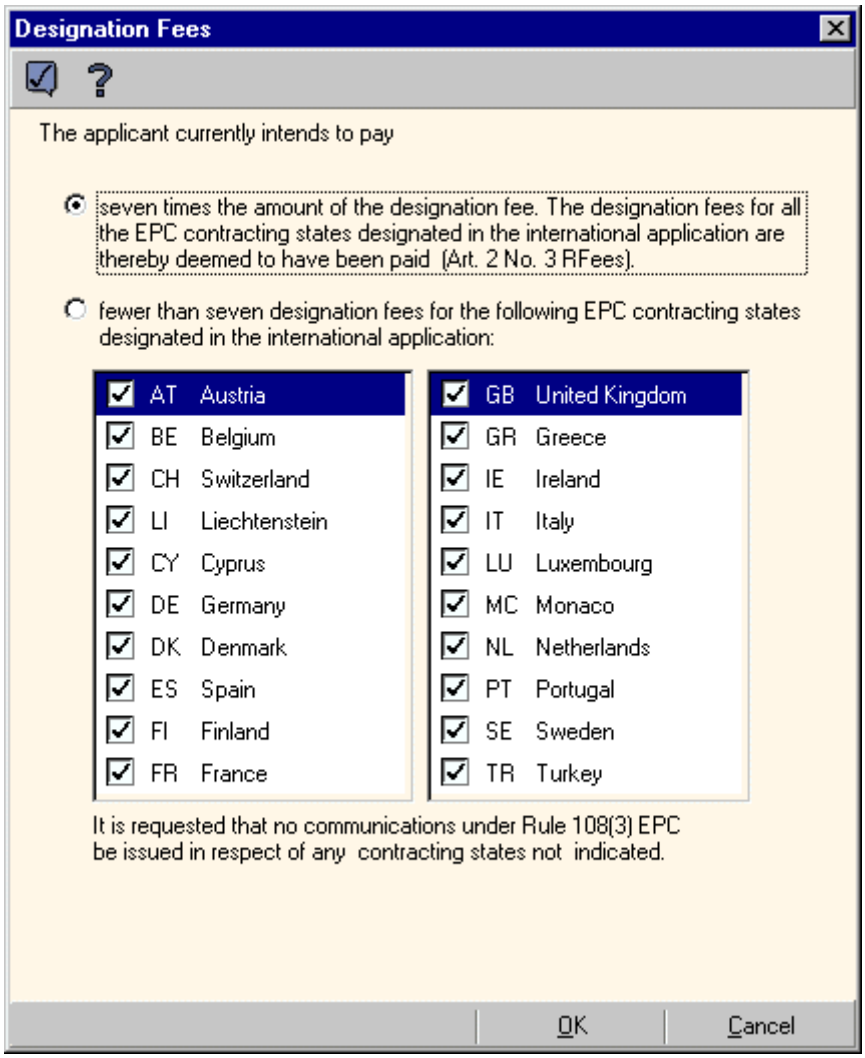

Designation Fees
The applicant currently intends to pay
seven times the amount of the designation fee. The designation fees for all the EPC contracting states designated in the international application are thereby deemed to have been paid (Art. 2 No. 3 RFees).
fewer than seven designation fees for the following EPC contracting states designated in the international application:
AT Austria
BE Belgium
CH Switzerland
LI Liechtenstein
CY Cyprus
DE Germany
DK Denmark
ES Spain
FI Finland
FR France
GB United Kingdom
GR Greece
IE Ireland
IT Italy
LU Luxembourg
MC Monaco
NL Netherlands
PT Portugal
SE Sweden
TR Turkey
It is requested that no communications under Rule 108(3) EPC be issued in respect of any contracting states not indicated.
OK
Cancel

Figure 120 Form 1200E, *Designation Fees*

2. Select the option for all states or specify fewer than seven states, and then click **OK**.
3. If required, double click the **Extension** option.

The *Extension Fees* window opens.

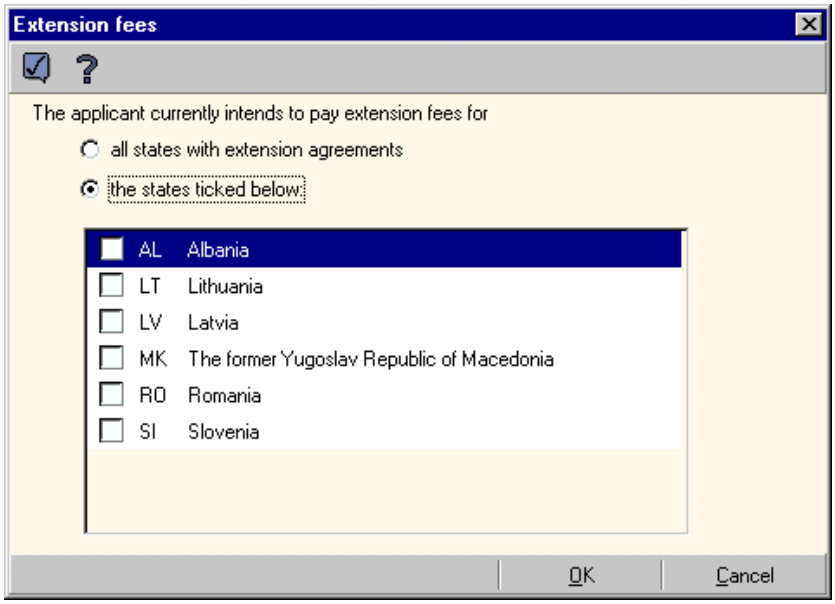


Figure 121 Form 1200E, *Extension Fees*

4. Select the option for all states or specify the ones you require, and then click **OK**.

4.5 Biological material, Form 1200E

The *Biological material* section of Form 1200E is where you input details of biological material filed if relevant and name the depositary institution.

For nucleotide and amino acid sequences, select the options that are appropriate to the circumstances of this patent application.

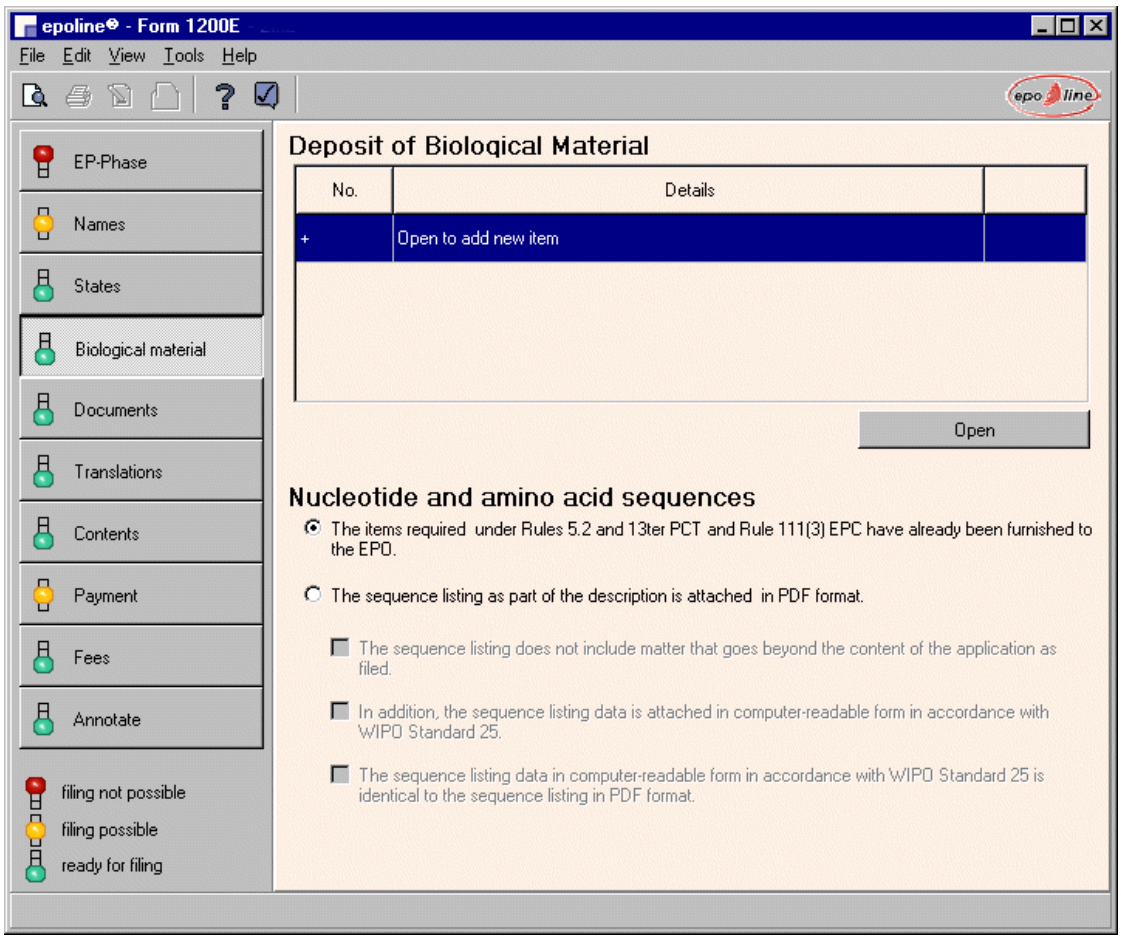

epoline® - Form 1200E
File Edit View Tools Help
EP-Phase
Names
States
Biological material
Documents
Translations
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Deposit of Biological Material
No.
Details
Open to add new item
Open
Nucleotide and amino acid sequences
The items required under Rules 5.2 and 13ter PCT and Rule 111(3) EPC have already been furnished to the EPO.
The sequence listing as part of the description is attached in PDF format.
The sequence listing does not include matter that goes beyond the content of the application as filed.
In addition, the sequence listing data is attached in computer-readable form in accordance with WIPO Standard 25.
The sequence listing data in computer-readable form in accordance with WIPO Standard 25 is identical to the sequence listing in PDF format.

Figure 122 Form 1200E, *Biological material*

4.5.1 Noting the deposit of biological material

1. In the *Biological material* section click the **Open** button to confirm the details for the deposit of biological material.

The *Biological material* window opens.

2. Select the options that apply to this application.

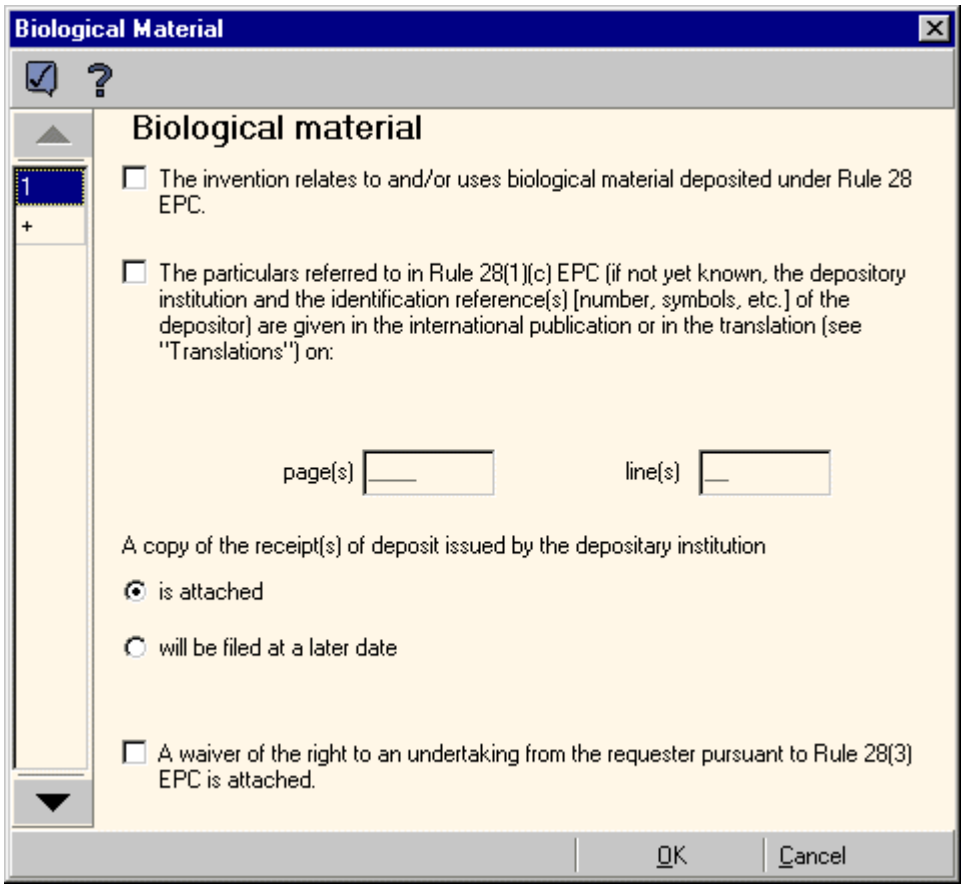

Biological Material
Biological material
1
+
The invention relates to and/or uses biological material deposited under Rule 28 EPC.
The particulars referred to in Rule 28(1)(c) EPC (if not yet known, the depository institution and the identification reference(s) [number, symbols, etc.] of the depositor) are given in the international publication or in the translation (see "Translations") on:
page(s)
line(s)
A copy of the receipt(s) of deposit issued by the depositary institution
is attached
will be filed at a later date
A waiver of the right to an undertaking from the requester pursuant to Rule 28(3) EPC is attached.
OK
Cancel

Figure 123 Form 1200E, *Biological material* window

There is a waiver checkbox at the bottom of the *Biological material* window. If this checkbox is selected, the file *Waiver (R.28(3))* is automatically attached to the patent application that is about to be sent to the European Patent Office. This file is listed in the *Contents* section of Form 1200E, on the *Other Documents* tab, as well as in the *Documents* window.

4.5.2 Attaching a receipt for biological material

Once you complete the details for the deposit of biological materials, the *Contents* section, *Other Documents* tab of Form 1200E displays a new document type:

Receipt(s) of deposit (biological material).

To attach the electronic copy of the receipt:

1. In the *Contents* section, click the *Other Documents* tab.
2. Double click the item **Receipt(s) of deposit (biological material)**.

The *Documents* window opens.

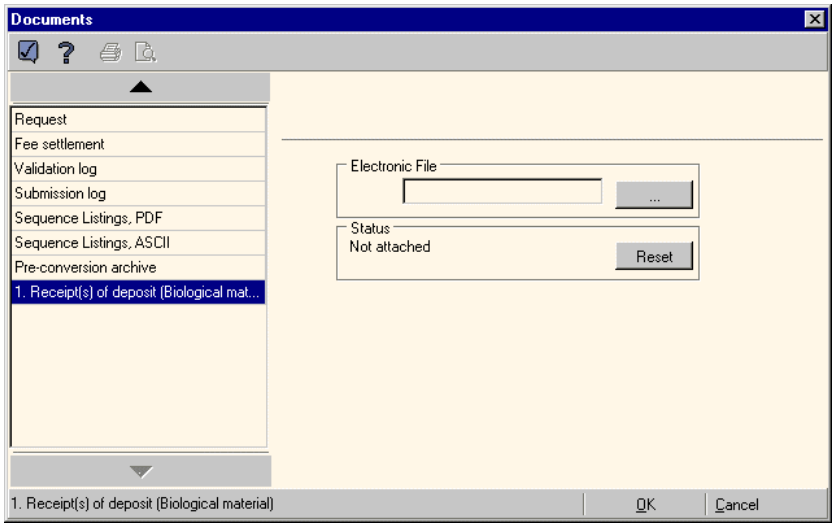


Figure 124 *Documents*, receipt(s) of deposit

3. In the list on the left select **Receipt(s) of deposit** if it is not already selected.
4. For the electronic file, click the **Browse** button.

5. Select your receipt file and click the **Open** button.
   The receipt must have already been prepared in Portable Document Format.
6. At the warning prompt click **OK** to save a copy of the receipt.

The green traffic light indicates that the receipt is attached.

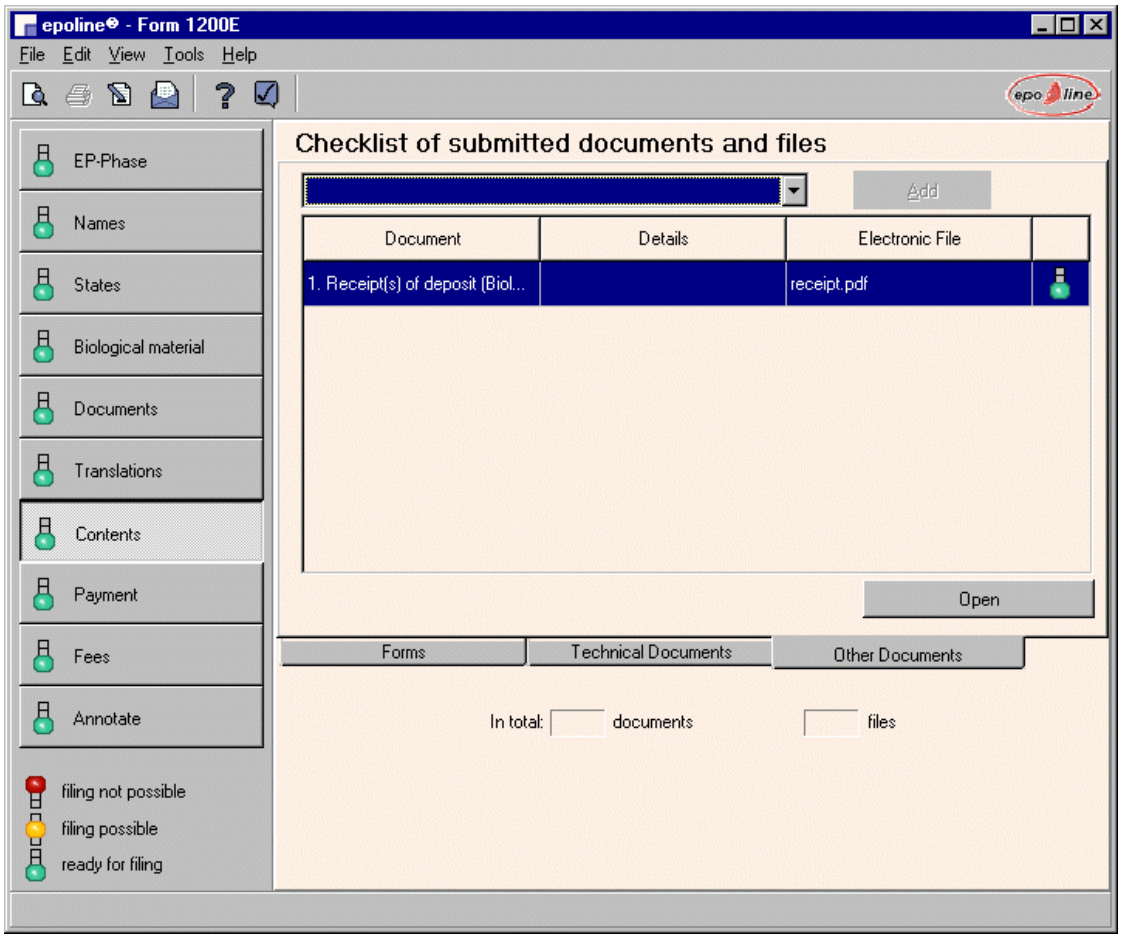


Figure 125 Form 1200E, *Contents*, receipt(s) of deposit

4.5.3 Removing receipts

1. In the *Contents* section, *Documents* window select **Receipt(s) of deposit** if it is not already selected.
2. Click the **Reset** button.

   Reset

   The attached document is removed.

The attached copy is removed. The original file will remain unchanged.

4.6 Documents, Form 1200E

The *Documents* section of Form 1200E is where you confirm that the documents submitted to the International Bureau are the same ones being submitted here. If there is any change, select the appropriate options on the form.

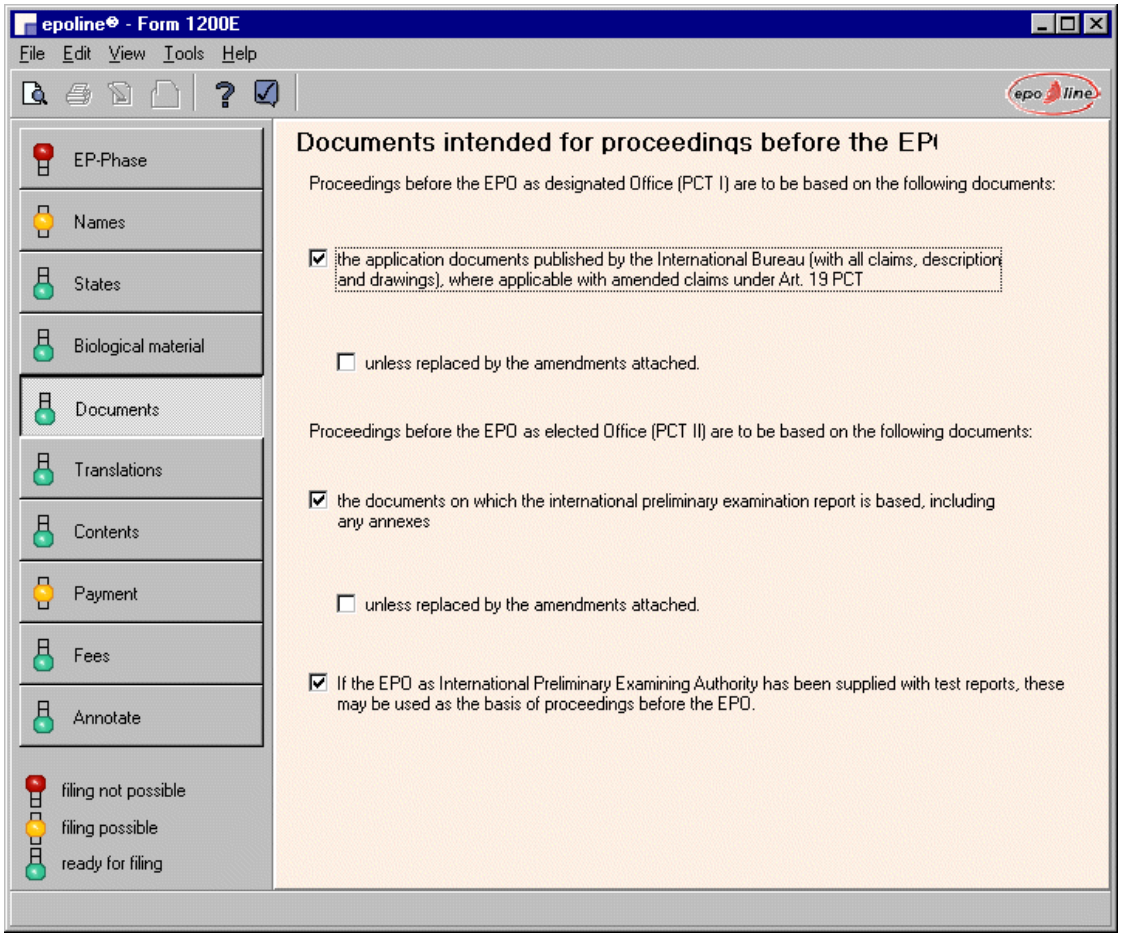

epoline® - Form 1200E
File Edit View Tools Help
EP-Phase
Names
States
Biological material
Documents
Translations
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Documents intended for proceedings before the EP
Proceedings before the EPO as designated Office (PCT I) are to be based on the following documents:
the application documents published by the International Bureau (with all claims, description and drawings), where applicable with amended claims under Art. 19 PCT
unless replaced by the amendments attached.
Proceedings before the EPO as elected Office (PCT II) are to be based on the following documents:
the documents on which the international preliminary examination report is based, including any annexes
unless replaced by the amendments attached.
If the EPO as International Preliminary Examining Authority has been supplied with test reports, these may be used as the basis of proceedings before the EPO.

Figure 126 Form 1200E, *Documents*

4.7 Translations, Form 1200E

The *Translations* section of Form 1200E is where you list the translations supplied in one of the official languages of the European Patent Office:

- English
- French
- German

Select any options that are appropriate to the current application.

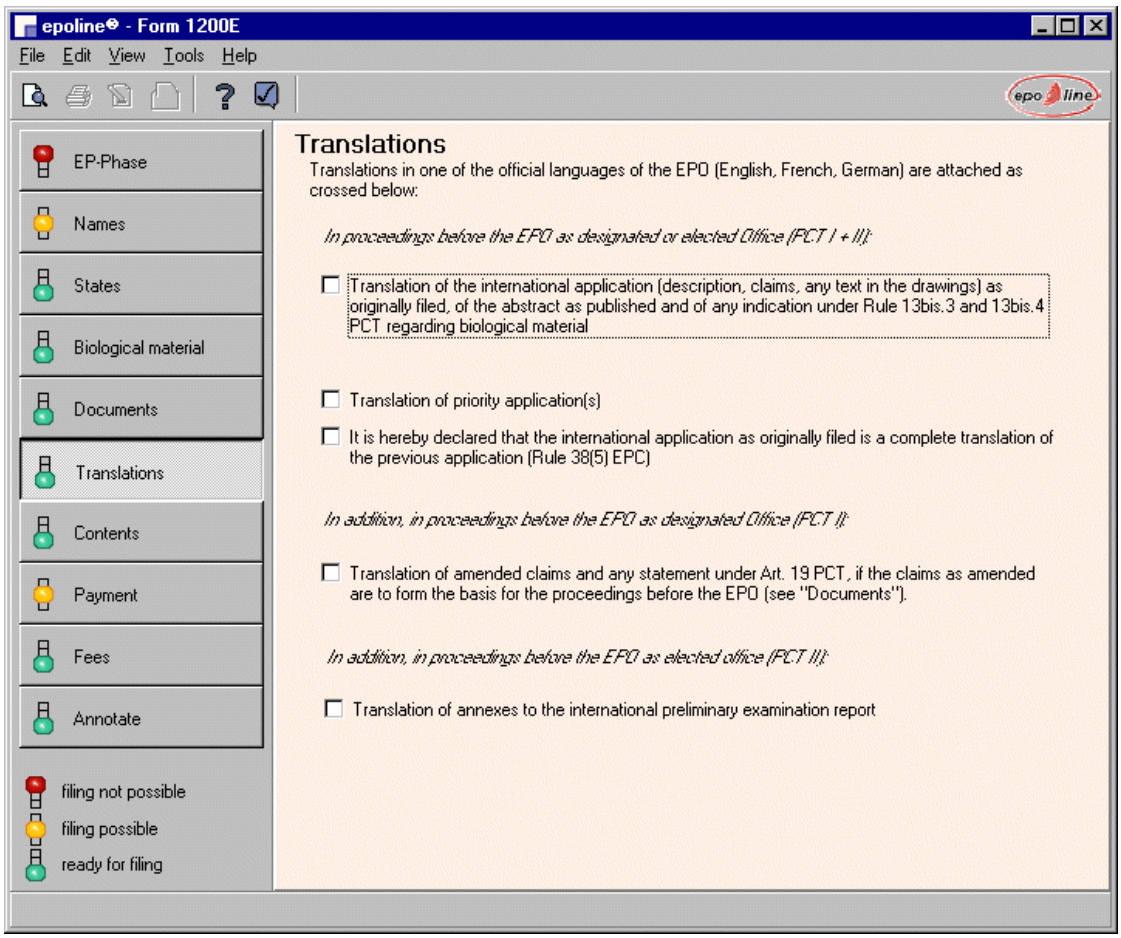

epoline® - Form 1200E
File Edit View Tools Help
EP-Phase
Names
States
Biological material
Documents
Translations
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Translations
Translations in one of the official languages of the EPO (English, French, German) are attached as crossed below:
In proceedings before the EPO as designated or elected Office (PCT I + II):
Translation of the international application (description, claims, any text in the drawings) as originally filed, of the abstract as published and of any indication under Rule 13bis.3 and 13bis.4 PCT regarding biological material
Translation of priority application(s)
It is hereby declared that the international application as originally filed is a complete translation of the previous application (Rule 38(5) EPC)
In addition, in proceedings before the EPO as designated Office (PCT I):
Translation of amended claims and any statement under Art. 19 PCT, if the claims as amended are to form the basis for the proceedings before the EPO (see "Documents").
In addition, in proceedings before the EPO as elected office (PCT II):
Translation of annexes to the international preliminary examination report

Figure 127 Form 1200E, *Translations*

As soon as you select a translation option, the corresponding item in the *Contents* section, *Other Documents* tab displays a red traffic light until the translated document is attached.

4.7.1 Attaching a translated document

1. In Form 1200E, *Translations* section, select the option appropriate to the application.
   Note that the traffic light for the *Contents* section changes to red.
2. In Form 1200E, *Contents* section, select *Translation of priority documents* from the drop-down list in the *Other Documents* tab.
3. Click the **Add** button.

   The item *Translation of priority documents* appears in the *Contents* list.
4. Double click the **Translation** item.

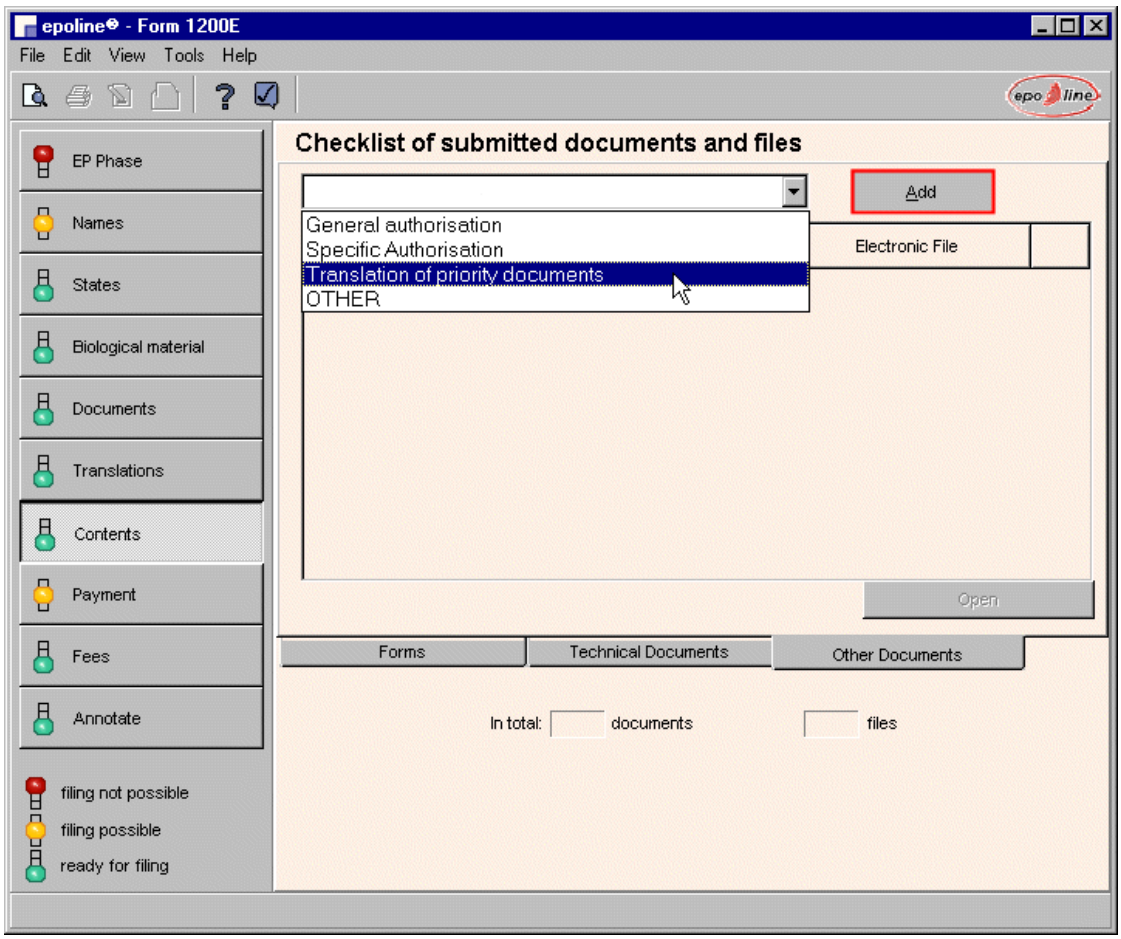


Figure 128 Form 1200E, *Contents*, *translation of priority documents*

The *Documents* window opens.

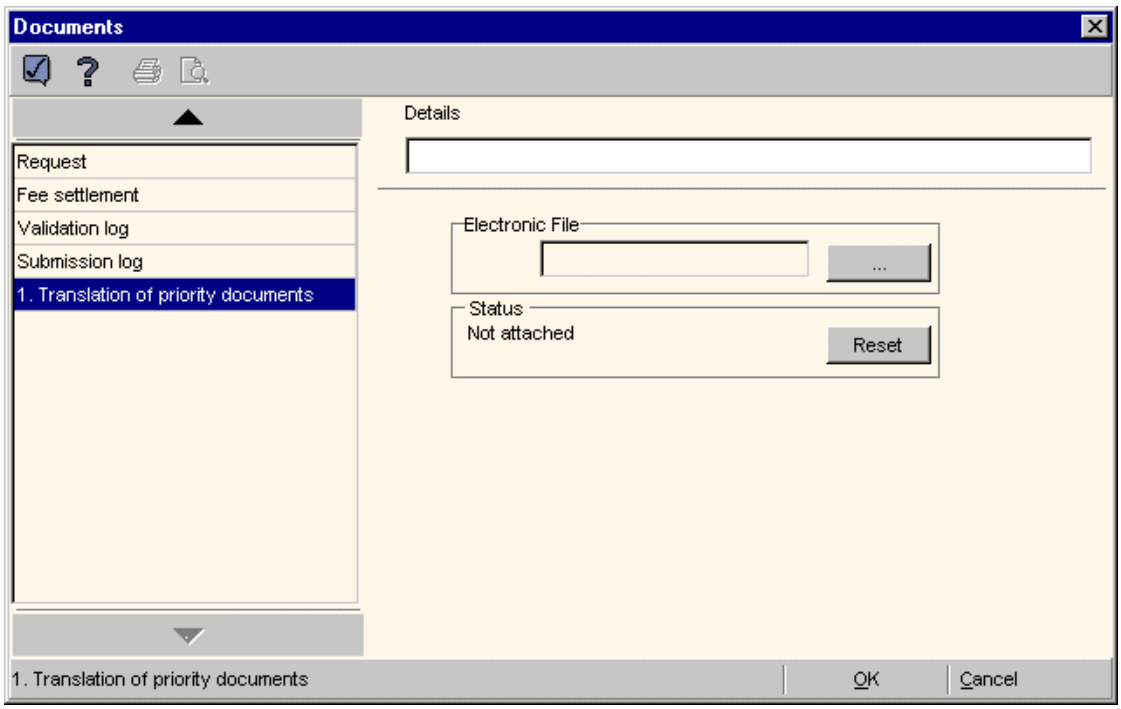


Figure 129 *Documents*, *translation of priority documents*

5. Click the **Browse** button to navigate to the document.

6. Select the document and click the **Open** button.

4.7.2 Removing a translated document

1. With the *Translation of priority documents* item selected, click the **Reset** button.

The copy of the document is removed. The original remains unchanged.

4.8 Contents, Form 1200E

The *Contents* section of Form 1200E has three tabs:

- Forms
- Technical Documents
- Other Documents

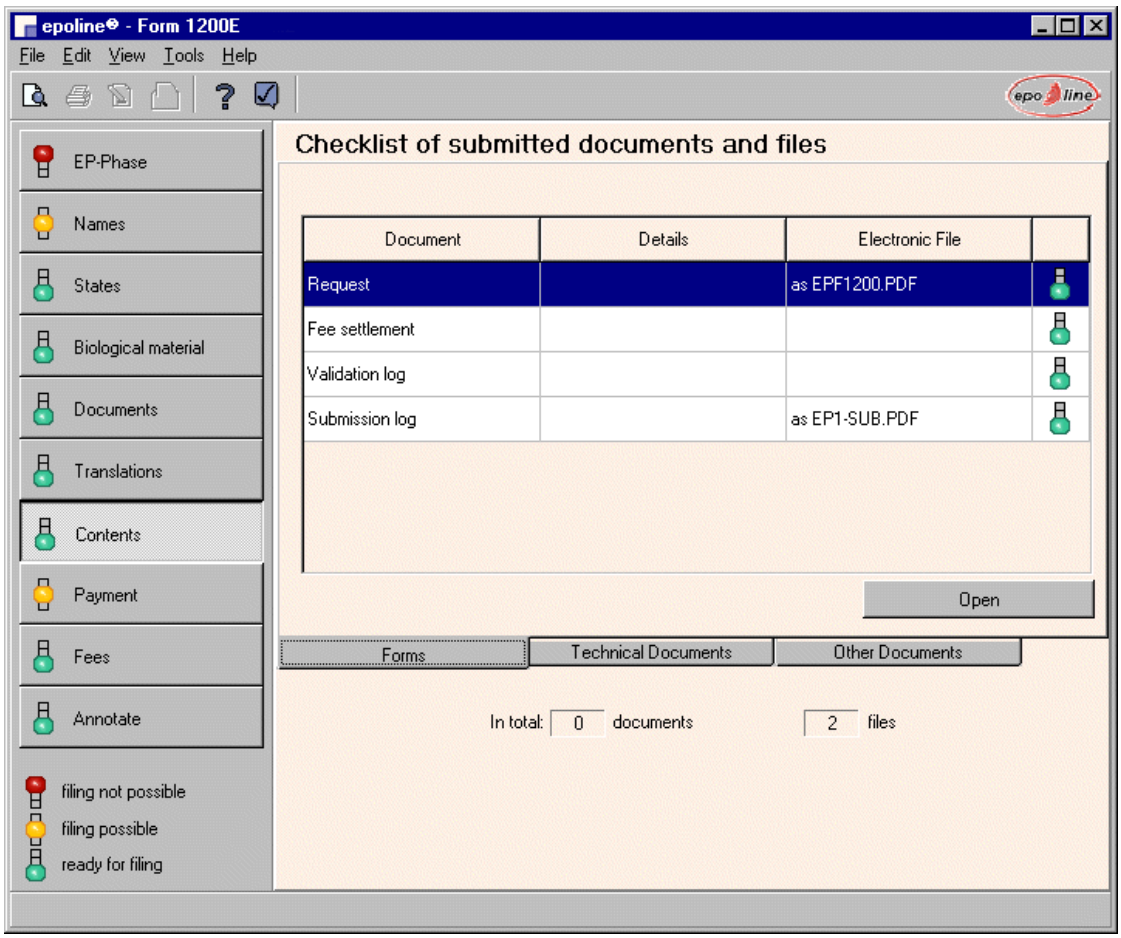


Figure 130 Form 1200E, *Contents*

To display the complete list of attached items, double click any document listed on a tab in the *Contents* section. The *Documents* window opens.

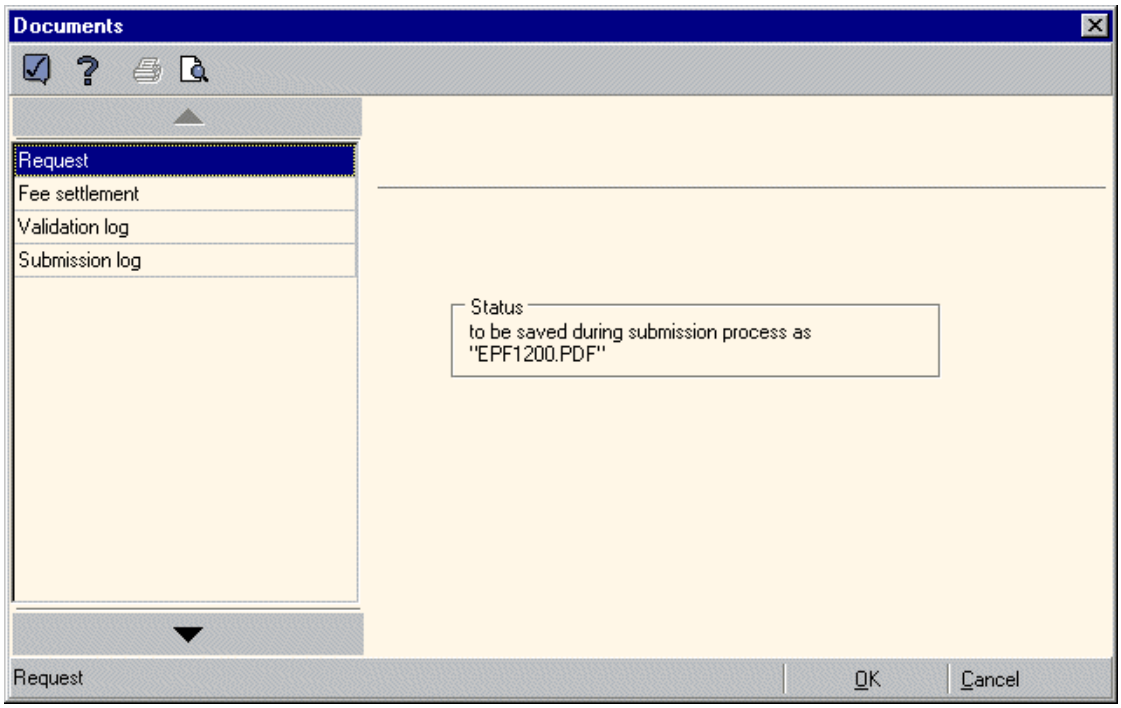


Figure 131 Form 1200E, *Contents* section, *Documents* window

4.8.1 Forms

The checklist of attached forms includes:

Form	Description
Validation log	A summary of validation remarks and messages
Submission log	The technical summary of the online filing process, automatically named as EP1-SUB.PDF
Request	The current patent application Form 1200E *epoline*® Online Filing prepares this in Portable Document Format and names it EPF1200.PDF
Fee settlement	Reserved for future development

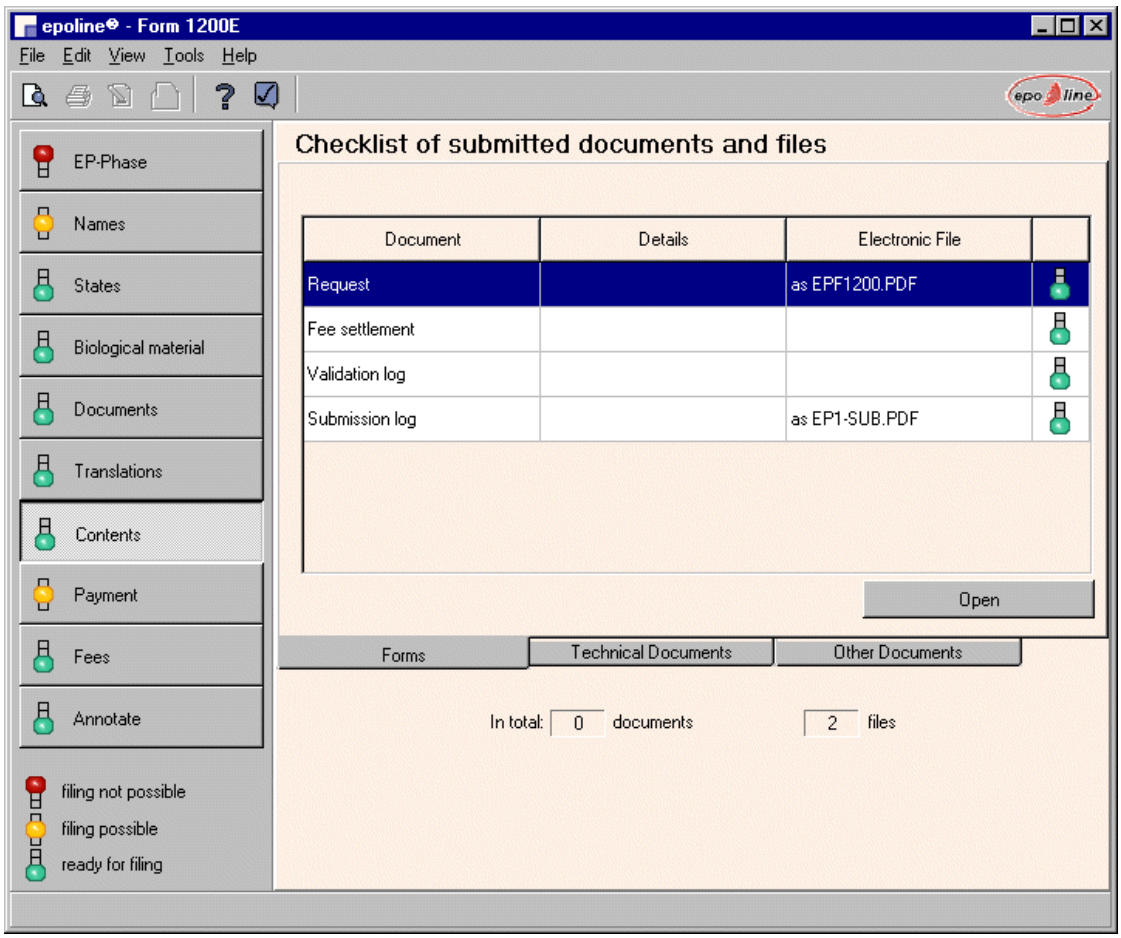


Figure 132 Form 1200E, *Contents* section, *Forms* tab

4.8.2 Technical documents

The technical documents, for example the description, claims and abstract, are as supplied with the previous application. You can only add supplementary *Other Documents*.

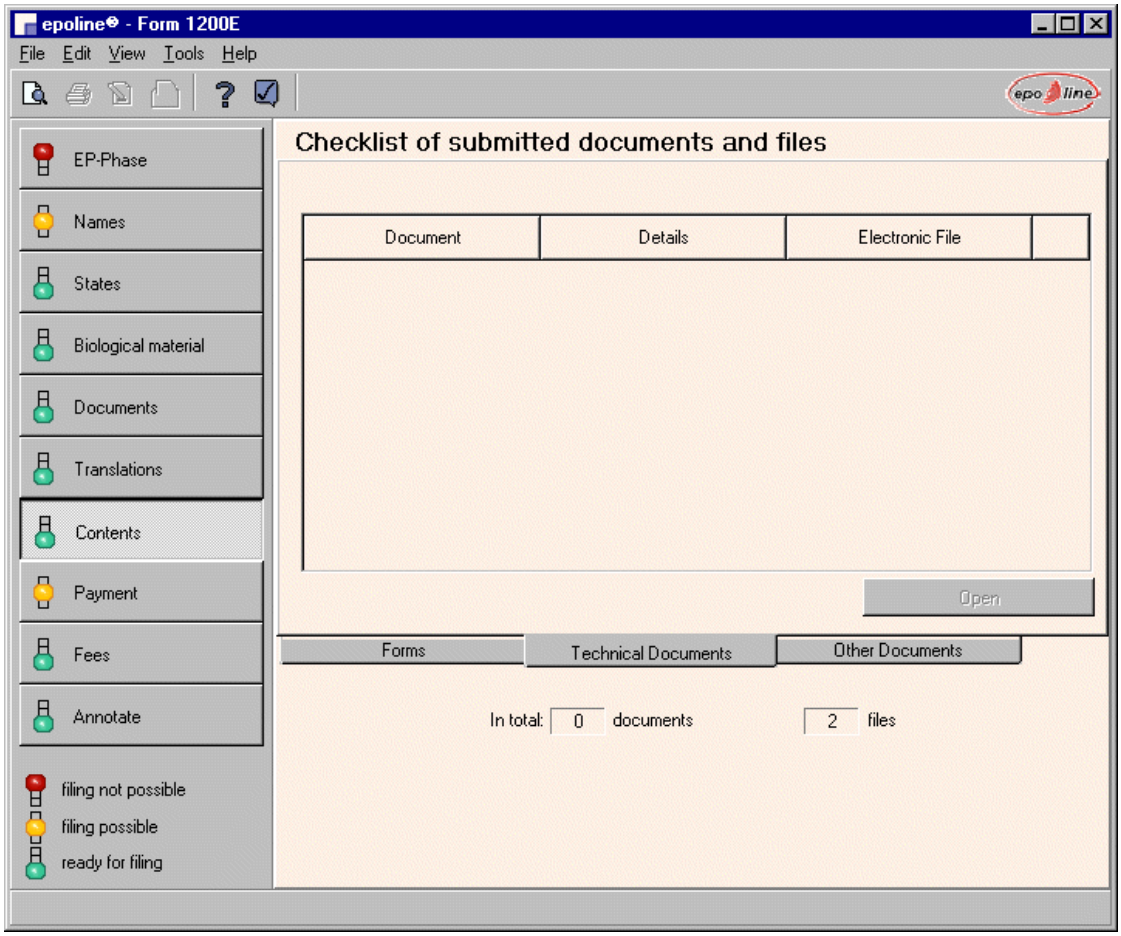


Figure 133 Form 1200E, *Contents*, *Technical Documents* tab

4.8.3 Other documents

Documents can be attached by selecting from the drop-down menu in the *Other Documents* tab.

To attach documents:

1. Click the **Other Documents** tab.
2. In the drop-down list select the type of document you want to add.
3. Click the **Add** button.

   The document type will be added to the list.
4. In the list double click the document type.
5. Browse to the location of the file and attach it.

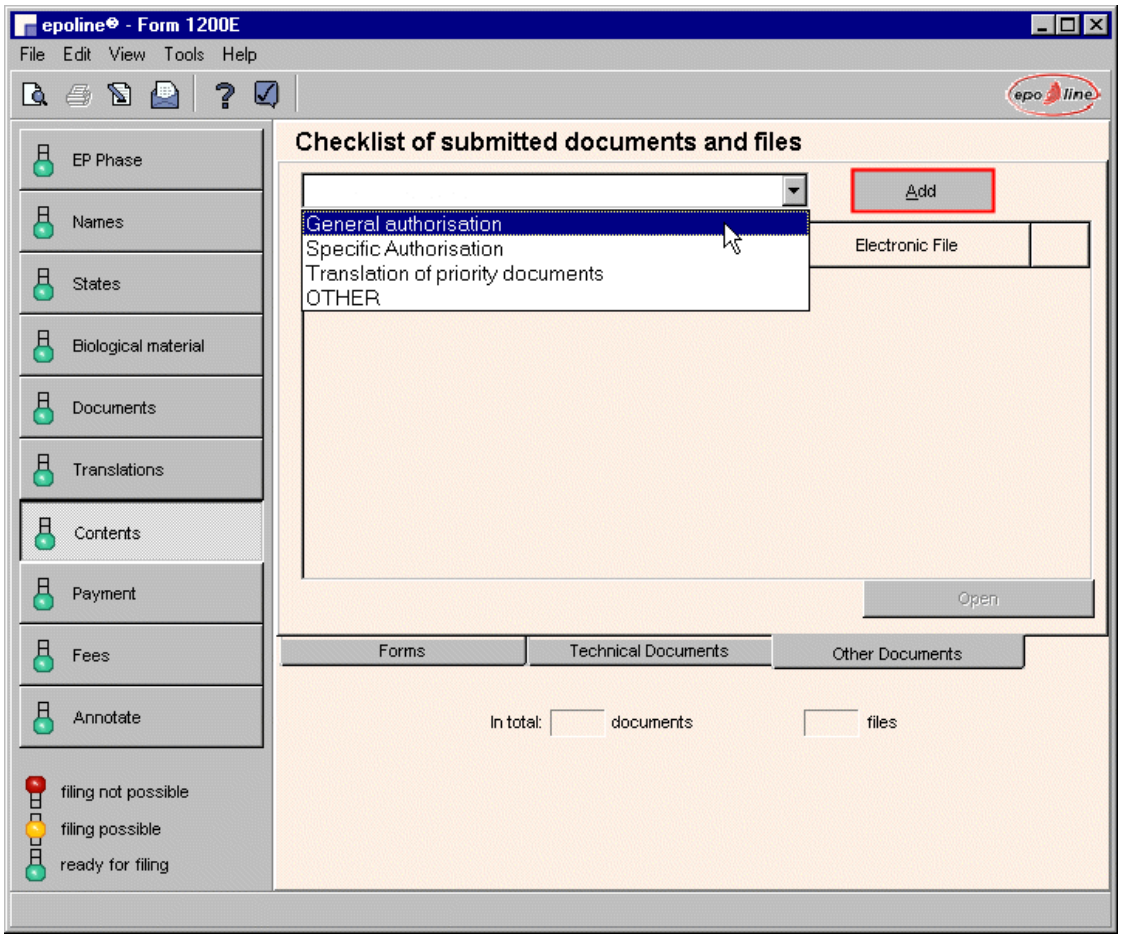


Figure 134 Form 1200E, *Contents*, *Other Documents* tab

If the waiver option was selected in the *Biological material* section, two document headings are added automatically and displayed on the *Other Documents* tab of the *Contents* section:

1. **Receipt(s) of deposit (biological material)**
   You attach the receipt. For more information see *Attaching a receipt for biological material* on page 67.
2. **Waiver (R.28(3))**.

The figure below shows how the *Other Documents* tab in Form 1200E appears when the waiver option is selected in the *Biological Material* section.

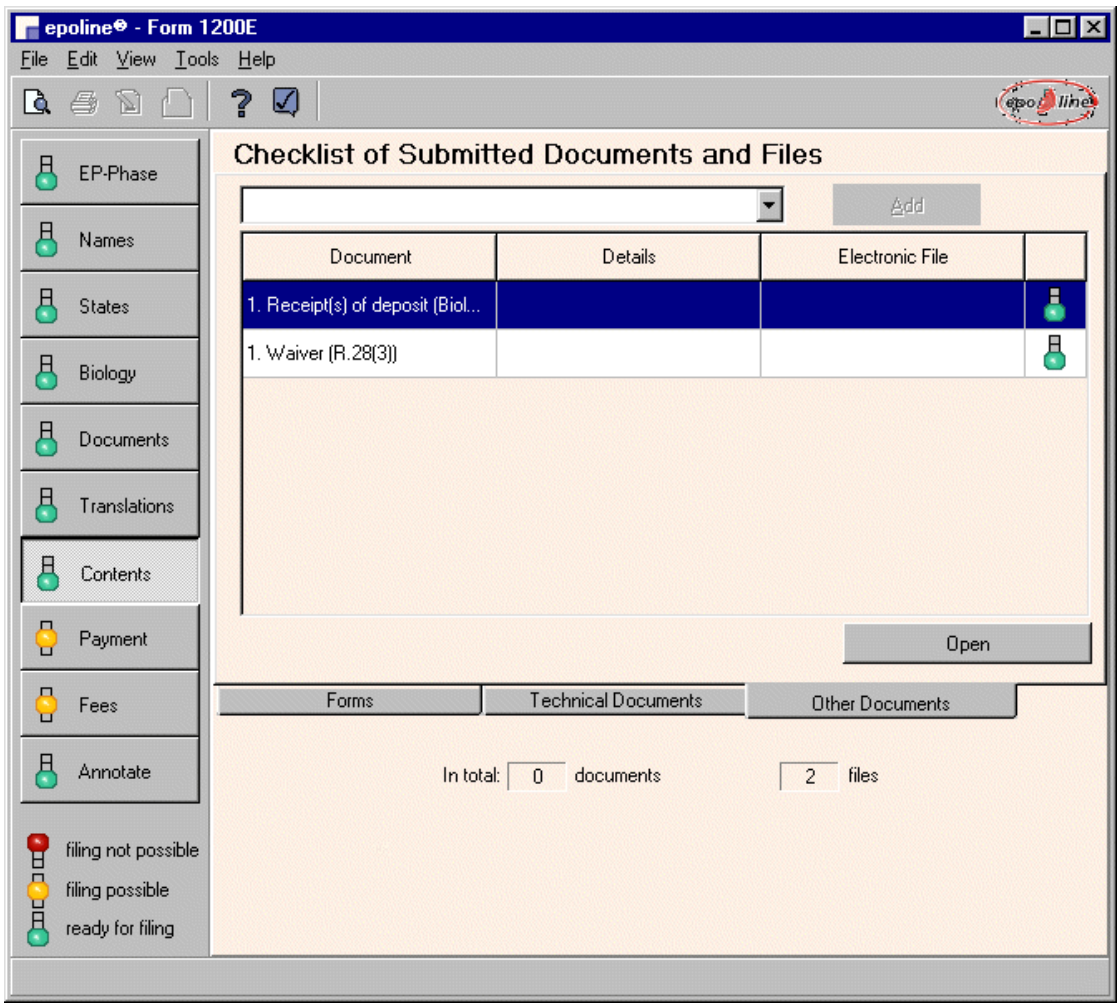


Figure 135 Form 1200E, *Contents*, waiver option

These two document headings will also be listed in the *Documents* window, *Contents* section.

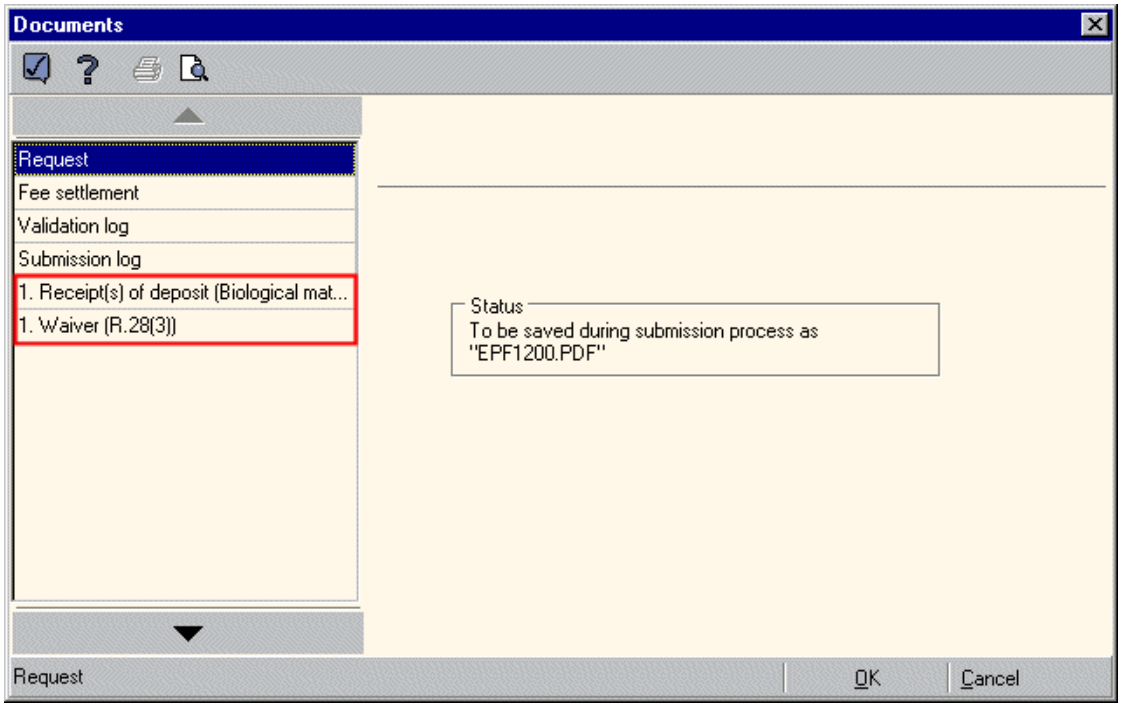


Figure 136 Form 1200E, *Documents*, waiver option

4.9 Payment, Form 1200E

The *Payment* section of Form 1200E is where you specify the mode of payment and give details of account number and account name.

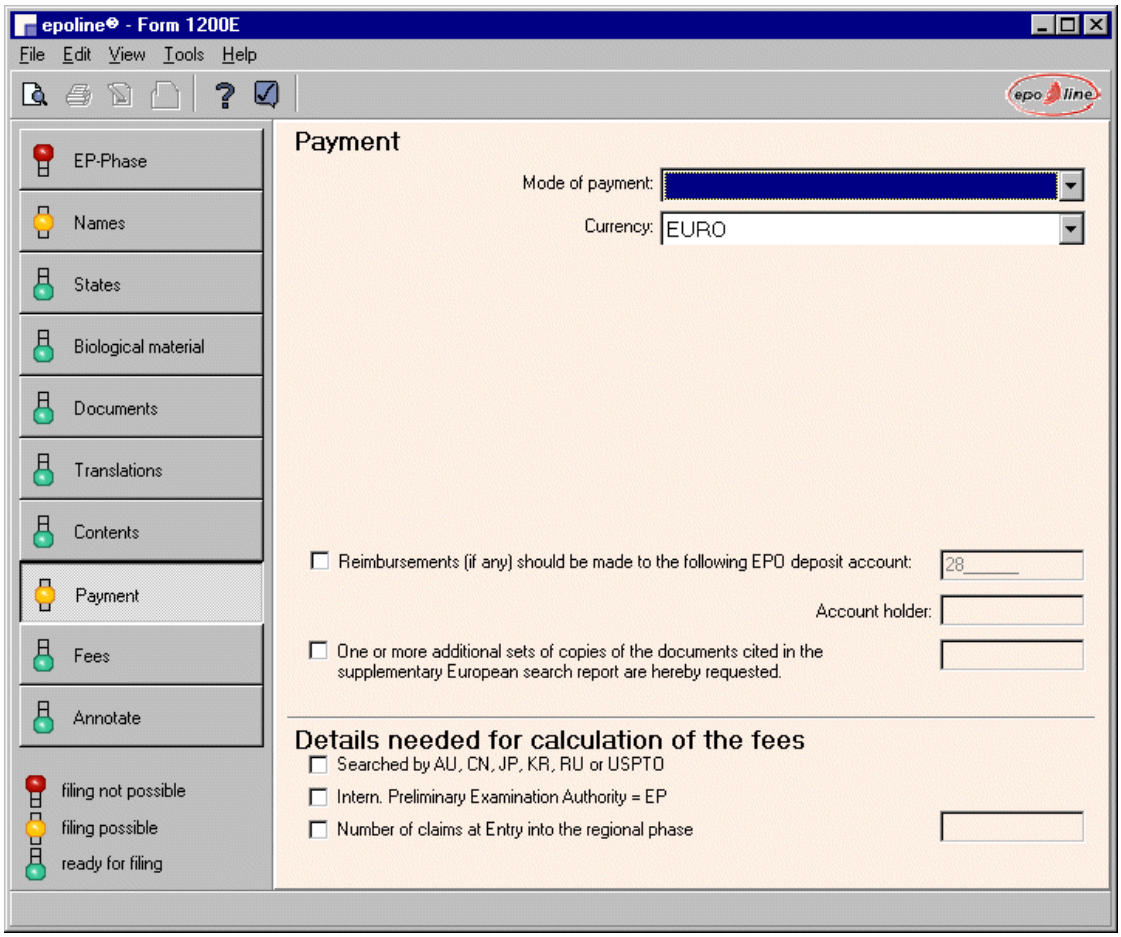


Figure 137 Form 1200E, *Payment* section

To specify the payment details:

1. Select a **mode of payment** from the drop-down list.
2. The currency is EURO.
3. Enter a **deposit account number**.
   This must comprise eight digits, starting with 28.
4. Type an **account holder**.
5. Select any further relevant options.

4.9.1 Information needed for calculation of fees

In *Information needed for calculation of fees* select the options appropriate to the application. If you select the *Number of claims on entry into the regional phase* option, type the number of claims in the box to the right. This number is carried forward to the *Fees* section, minus 10. For example, if you type 15, the number 5 appears in the *Fees* section.

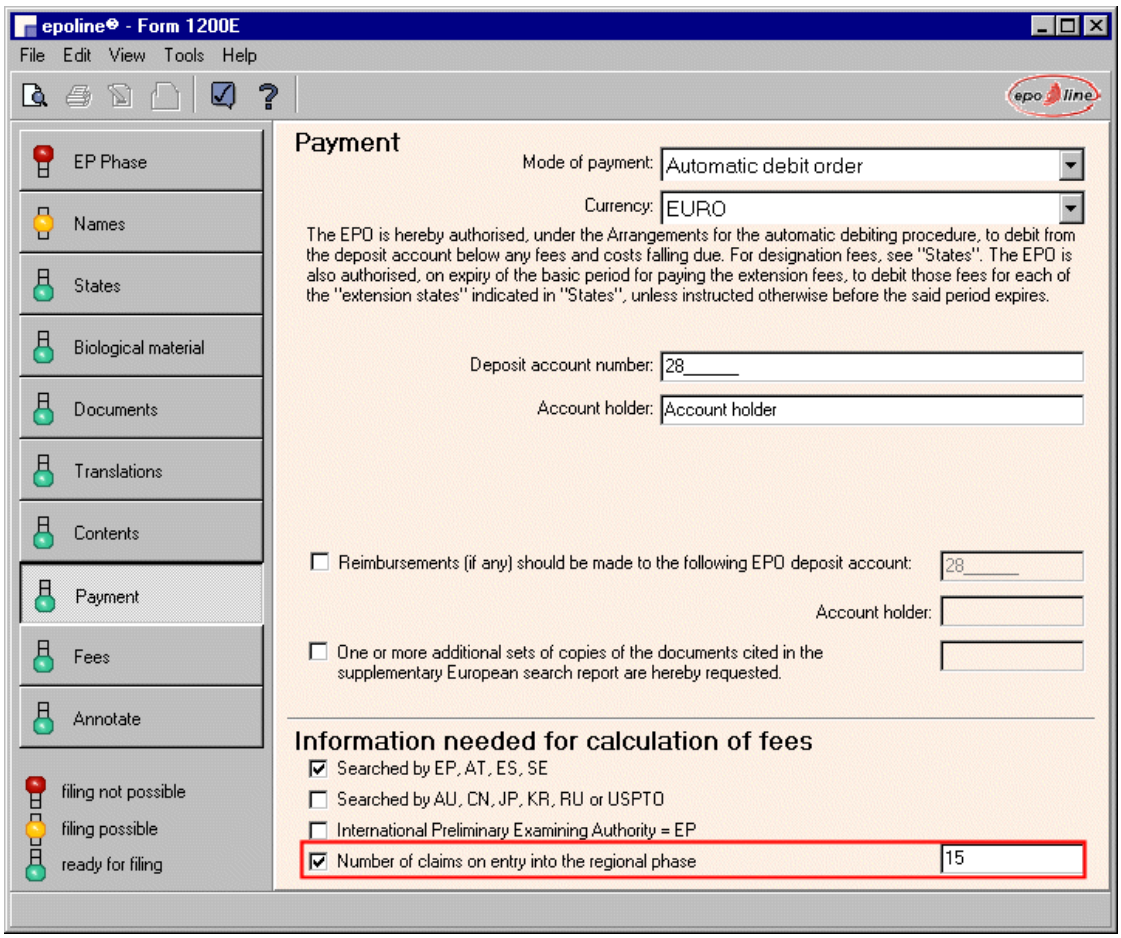

epoline® - Form 1200E
File Edit View Tools Help
EP Phase
Names
States
Biological material
Documents
Translations
Contents
Payment
Fees
Annotate
filing not possible
filing possible
ready for filing
Payment
Mode of payment: Automatic debit order
Currency: EURO
The EPO is hereby authorised, under the Arrangements for the automatic debiting procedure, to debit from the deposit account below any fees and costs falling due. For designation fees, see "States". The EPO is also authorised, on expiry of the basic period for paying the extension fees, to debit those fees for each of the "extension states" indicated in "States", unless instructed otherwise before the said period expires.
Deposit account number: 28
Account holder: Account holder
Reimbursements (if any) should be made to the following EPO deposit account: 28
Account holder:
One or more additional sets of copies of the documents cited in the supplementary European search report are hereby requested.
Information needed for calculation of fees
Searched by EP, AT, ES, SE
Searched by AU, CN, JP, KR, RU or USPTO
International Preliminary Examining Authority = EP
Number of claims on entry into the regional phase
15

Figure 138 Entering number of claims, sample data

4.10 Fees, Form 1200E

The *Fees* section of Form 1200E has two tabs:

- Standard Fees
- Additional Fees

The fees displayed depend on the option you chose in the *Payment* section.

Click the drop-down arrow to get the *Fee schedule valid as of:* date. The fee information is held in the *Maintenance* section. You can only view it here.

4.10.1 Standard fees

1. Click the **Standard Fees** tab.
2. Select the date from the drop-down menu.

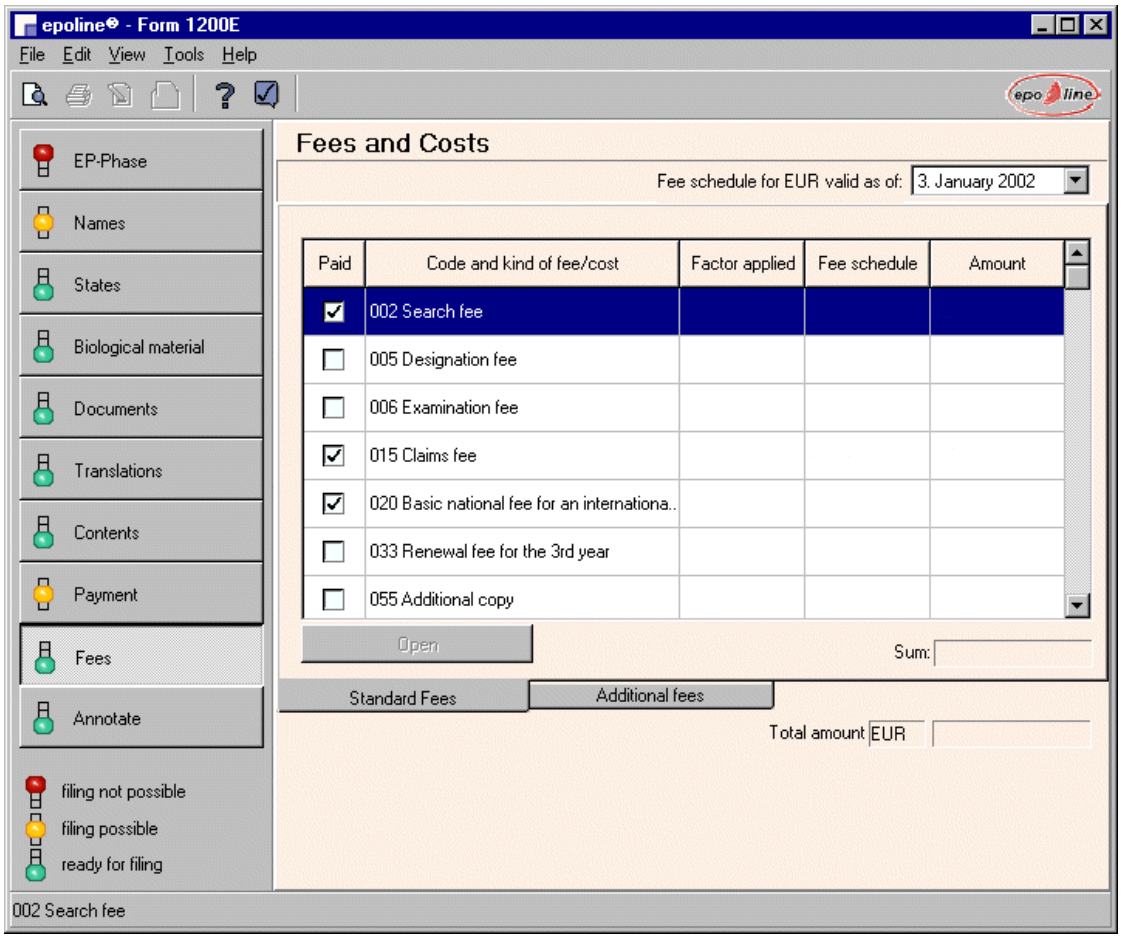


Figure 139 Form 1200E, *Fees*, *Standard Fees* tab

3. Click **Yes** at the confirmation prompt.

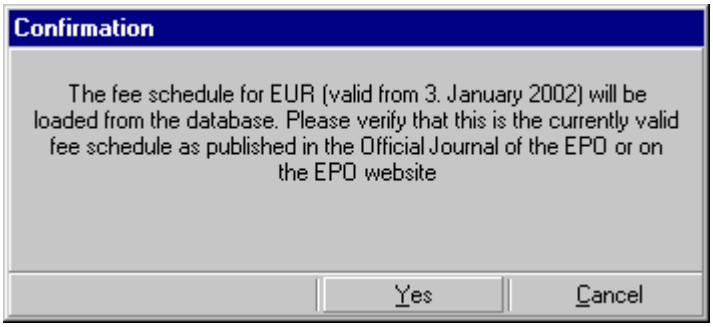

Confirmation
The fee schedule for EUR (valid from 3. January 2002) will be loaded from the database. Please verify that this is the currently valid fee schedule as published in the Official Journal of the EPO or on the EPO website
Yes
Cancel

Figure 140 *Confirmation* prompt, fee schedule

The fees and their descriptions are listed, with the relevant options selected. You may open the *Claims fee* details if necessary to change the number of claims for which you intend to pay.

The total amount due is displayed at the bottom of the form.

4.10.2 Additional fees

The *Additional Fees* section lists fees applying to a variety of circumstances. Click the **Additional Fees** tab and scroll through the drop-down list to select any appropriate ones.

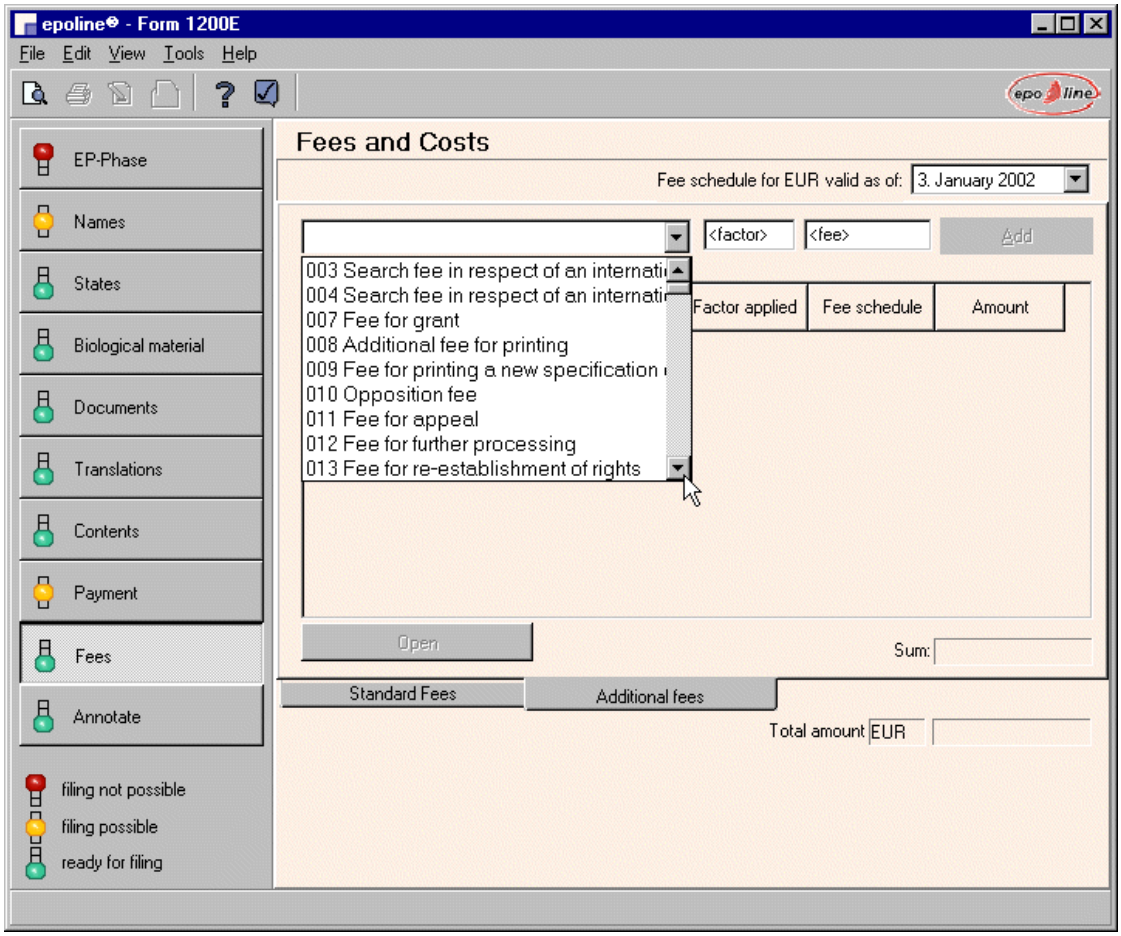


Figure 141 Form 1200E, *Fees*, *Additional Fees* tab

4.11 Annotate, Form 1200E

You may add notes to your patent application. This section is where you add them. A *Note (for EPO)* is a comment intended for the EPO, as part of the data submitted. A *Note (internal)* is for internal use only.

4.11.1 Adding a note

1. Select the kind of note from the drop-down list and click the **Add** button.

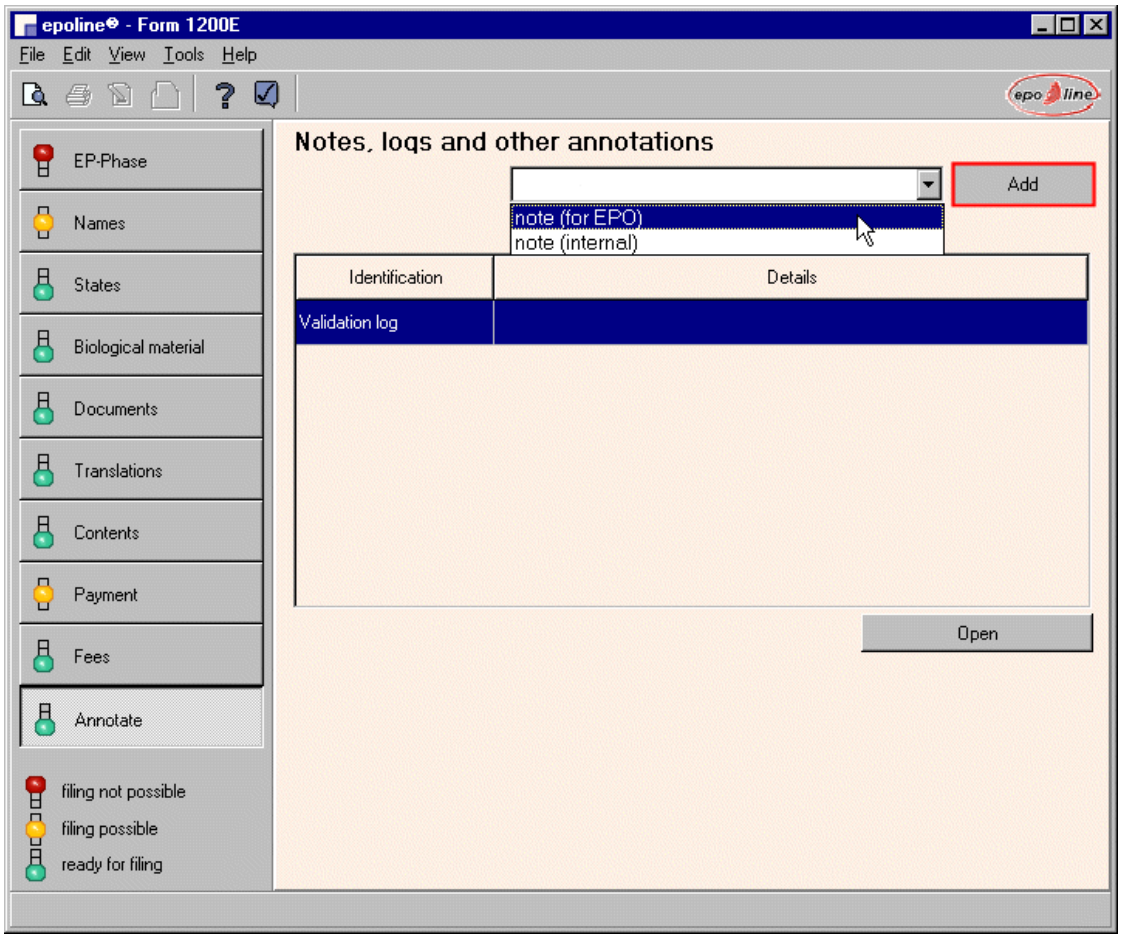


Figure 142 Form 1200E, *Annotate*, selecting *Notes* option

The *Note* window opens.

1. Identify yourself in the author box.
2. Type a subject for the note.
3. Type the note and then click **OK**.

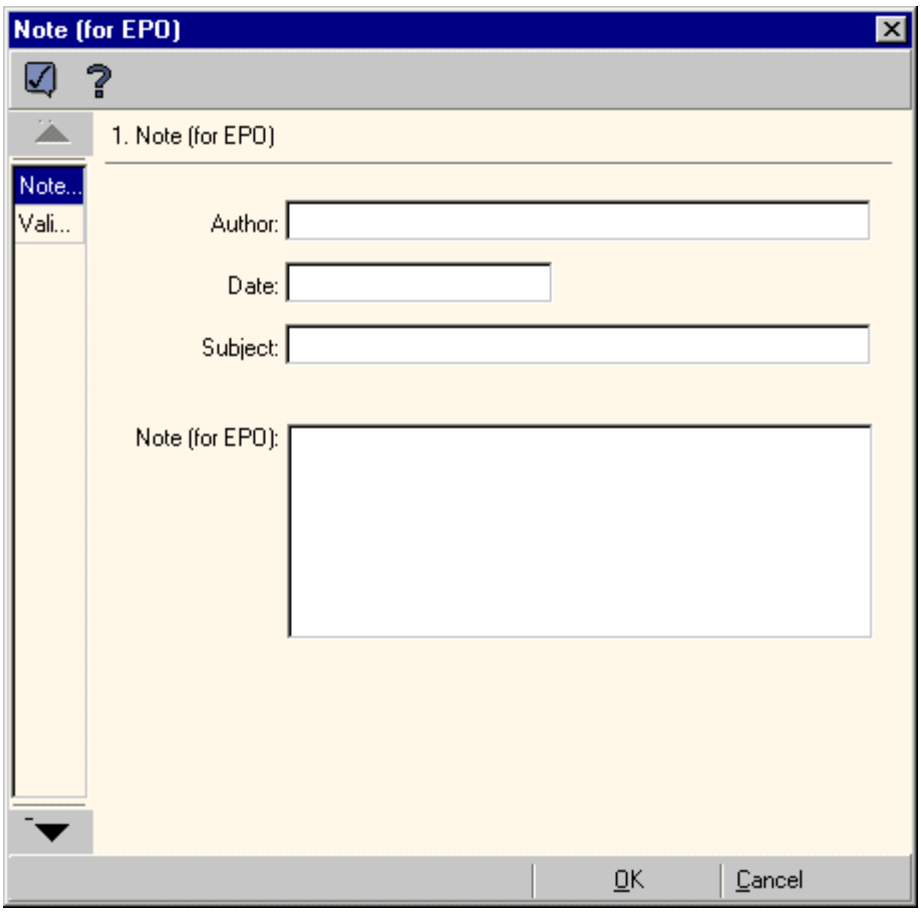


Figure 143 Form 1200E, *Note (for EPO)*

4.11.2 Deleting a note

1. In the *Annotate* section, click a note to select it.
2. Click the right mouse button on the note to display the pop-up menu.
3. In the pop-up menu select **Cut**.

This operation cannot be undone.

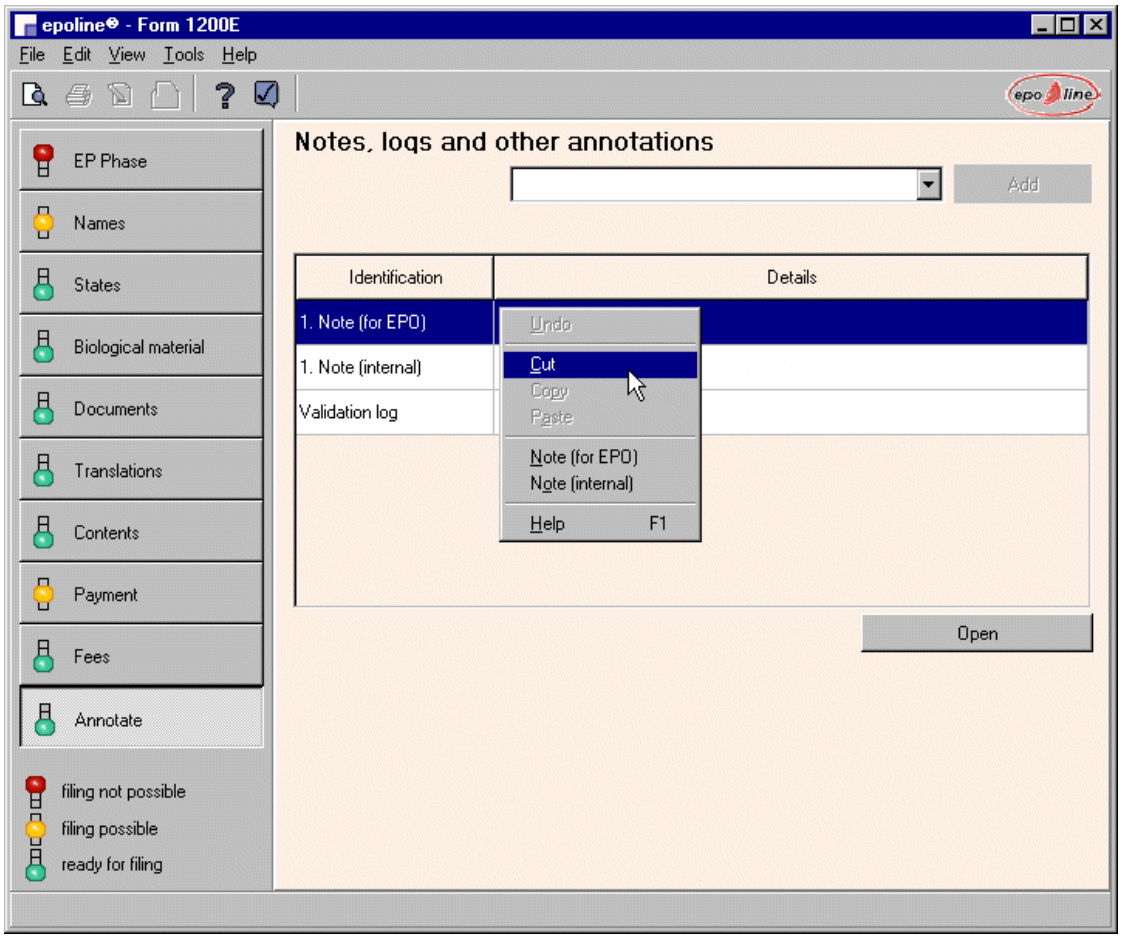


Figure 144 Form 1200E, *Annotate* section, pop-up menu, *Cut* option

4.11.3 Validation log

The *validation log* contains all the validation messages issued while this application is being prepared.

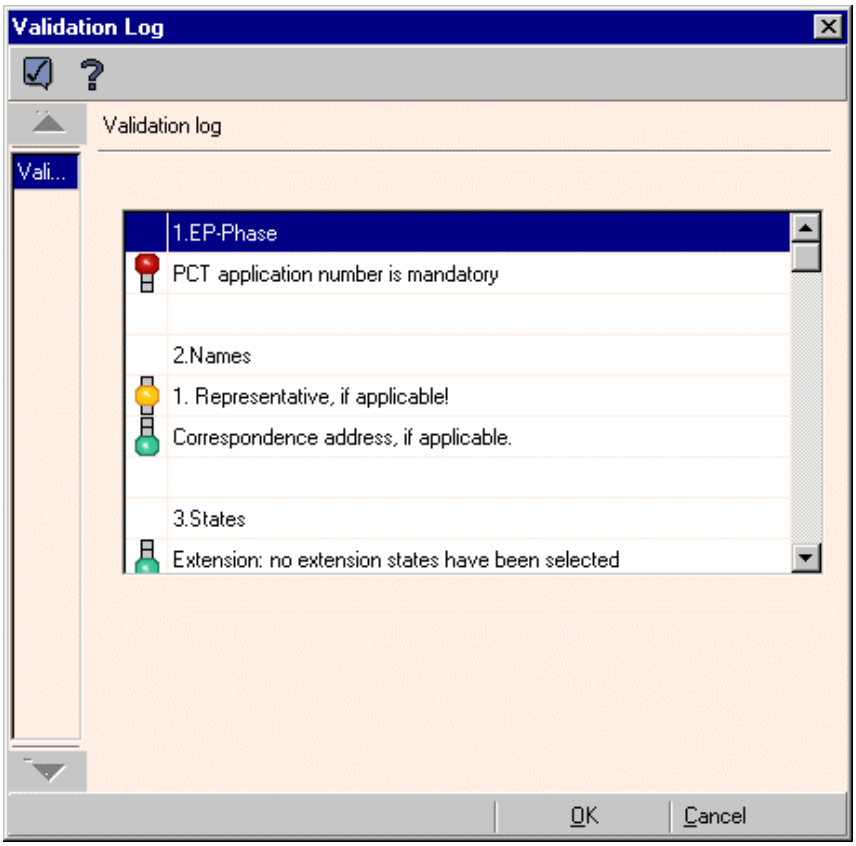


Figure 145 Form 1200E, *validation log*, sample data

4.12 Saving Form 1200E

4.12.1 Saving Form 1200E as a draft

1. Once you have entered the information you require, click the **Window Close** button.

2. At the prompt, select the option **Save as Draft** and then click **OK**.

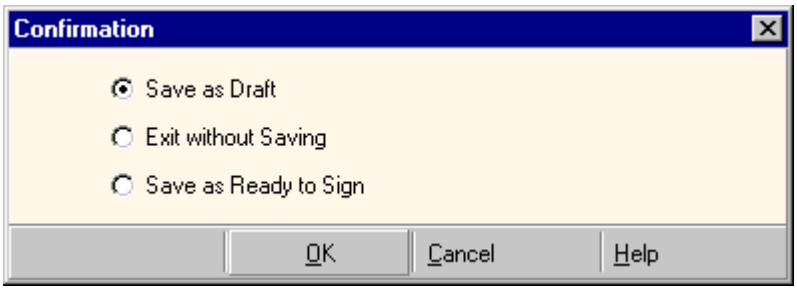


Figure 146 *Confirmation*, *Save as Draft* option

4.12.2 Saving Form 1200E as ready to sign

1. Once you have entered the information you require, from the Form 1200E menu select **File, Save as Ready to be Signed**.

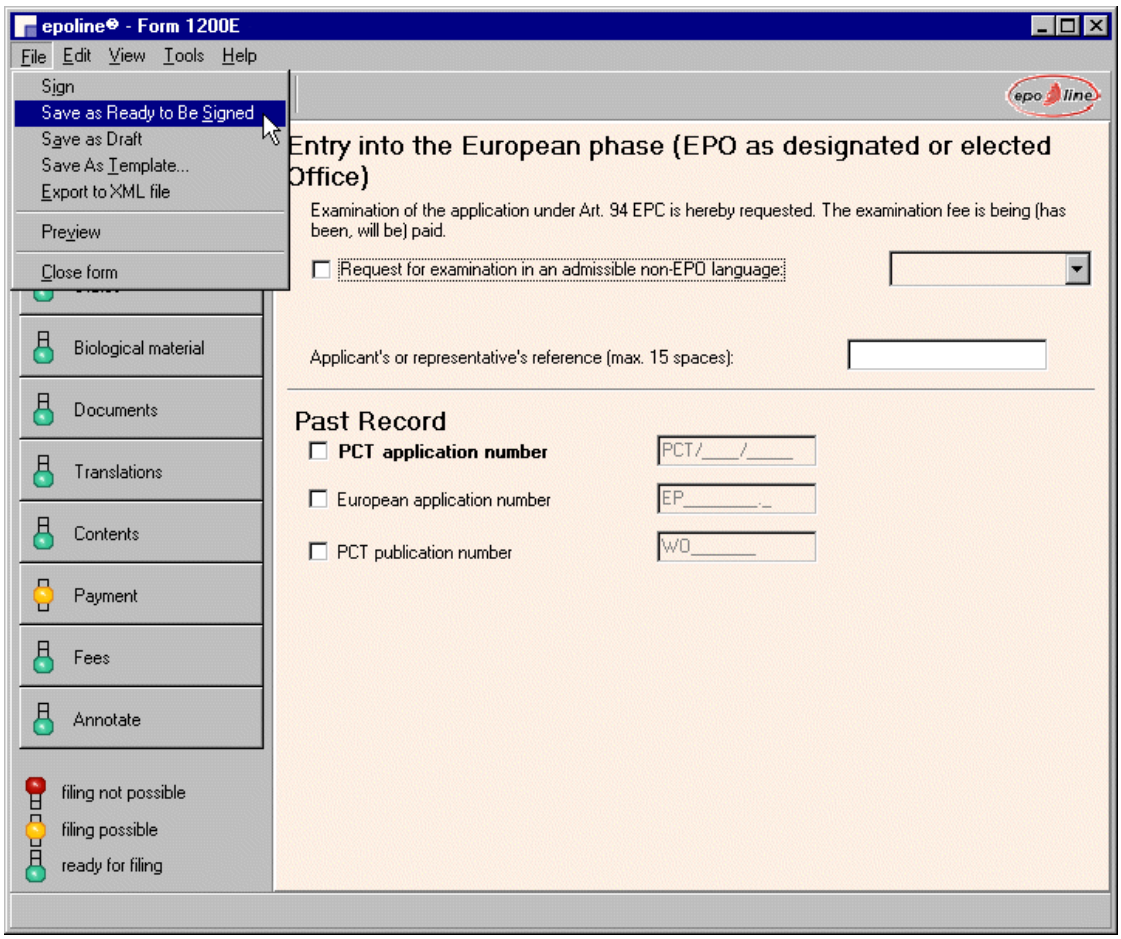


Figure 147 Form 1200E, *Save as Ready to be Signed* option

2. Alternatively, once you have completed the information, click the **Window Close** button.

3. At the prompt, select the option *Save as Ready to Sign* and then click **OK**.

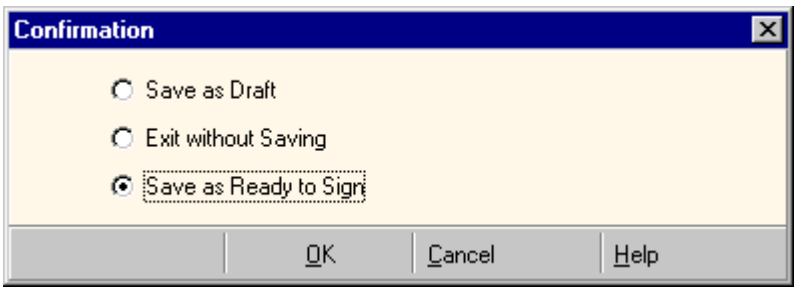


Figure 148 *Confirmation*, *Save as Ready to Sign* option

The *Submission Preparation Progress* prompt appears.

4. Click the **Continue** button.

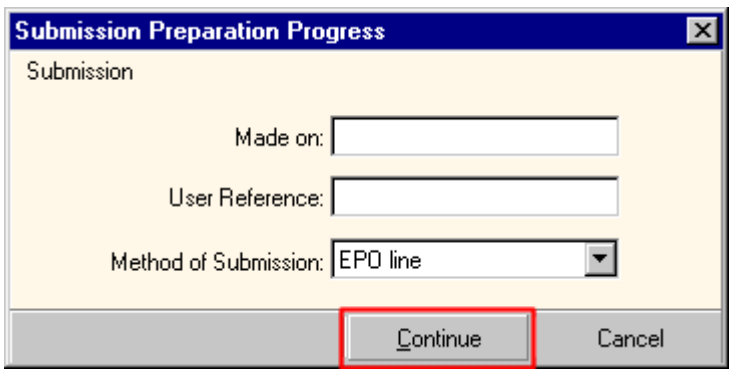


Figure 149 *Submission*, saving application

The *Submission Preparation Progress* window expands as ***epoline***® Online Filing checks that all the required information is included.

5. When Online Filing finishes its checks, the **Close** button appears

Note that the method of submission is ***epoline***®. You may submit patent applications either over a secure Internet link (***epoline***®) or you can write the file to a CD and then send it by mail/express delivery. If you have selected the Send to CDR option on a previous occasion you must reselect ***epoline***® to use it again.

6. Click the **Close** button.

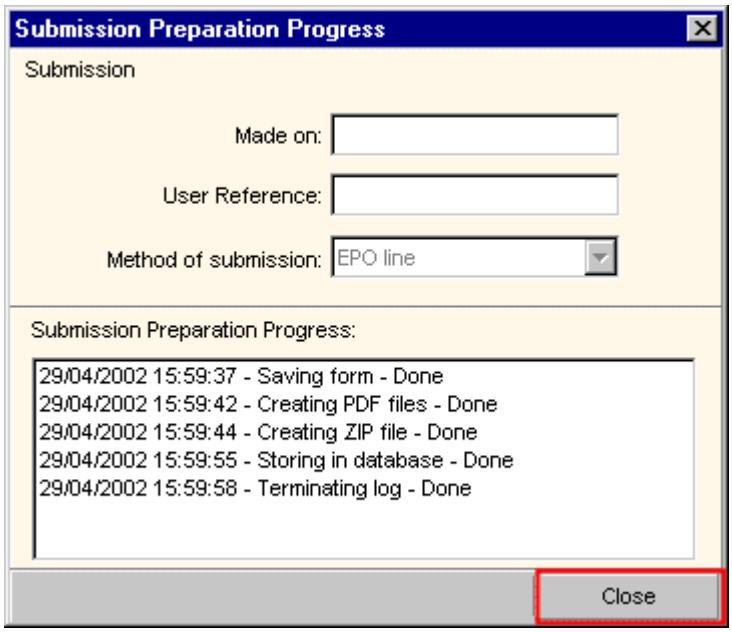

Submission Preparation Progress
Submission
Made on:
User Reference:
Method of submission:
EPO line
Submission Preparation Progress:
29/04/2002 15:59:37 - Saving form - Done
29/04/2002 15:59:42 - Creating PDF files - Done
29/04/2002 15:59:44 - Creating ZIP file - Done
29/04/2002 15:59:55 - Storing in database - Done
29/04/2002 15:59:58 - Terminating log - Done
Close

Figure 150 *Submission* window expanded

The processed form is now filed in the *Ready to Sign* folder.

4.12.3 Saving Form 1200E as a template

1. Once you have entered the information you want to save for reuse, from the Form 1200E menu select **File, Save as Template**.

The *Save Template* prompt appears.

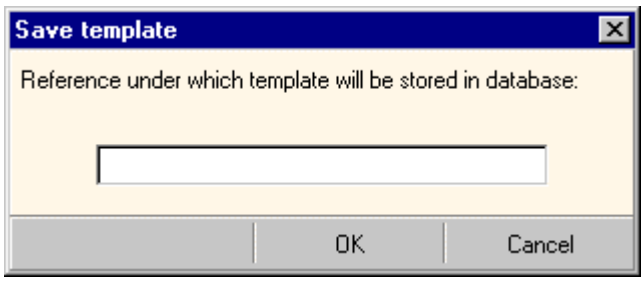


Figure 151 *Save Template* prompt

2. Enter a reference for the template and then click **OK**.
   The new template will appear in the ***epoline***® File Manager *Templates* folder under this reference name.

epoline® Online Filing

Version 2

Checking applications

In this section:

5 CHECKING APPLICATIONS 163

5.1 TRAFFIC LIGHTS 163
5.2 VALIDATION MESSAGES 163
5.3 DOCUMENT STATUS 164
5.4 PREVIEWING DOCUMENTS 165
5.5 PREVIEWING THE APPLICATION 165

European Patent Office

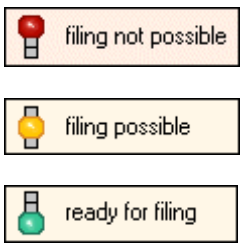
5 Checking applications

epoline® Online Filing contains features to help you check the application during preparation:

- Traffic lights
- Validation messages
- Document status
- Previewing documents
- Previewing the application

5.1 Traffic lights

epoline® Online Filing checks that all the required information is complete. A red light signals that essential information is missing, for example the description of the invention and the claims. You must supply this before submitting the application. An amber light indicates that information is useful, but not mandatory at this stage, for example the Abstract of the invention. A green light means that the information in this section is acceptable.



Red light

Amber light

Green light

5.2 Validation messages

As you complete each section, click the **validation** button in the application form window. This provides feedback on the information you have entered.

To see the complete list of validation messages for all sections, see the validation log in the *Annotate* section.

5.3 Document status

In the *Contents* section you can check the name of the attached document and its status.

1. Double click any document listed on a tab in the *Contents* section.
2. Click an item in the document list on the left.
   The name of the attached electronic file is displayed.
   The Status is displayed.

In the example below, the *Description* item is selected. The status is *Attached as "desc.pdf"*.

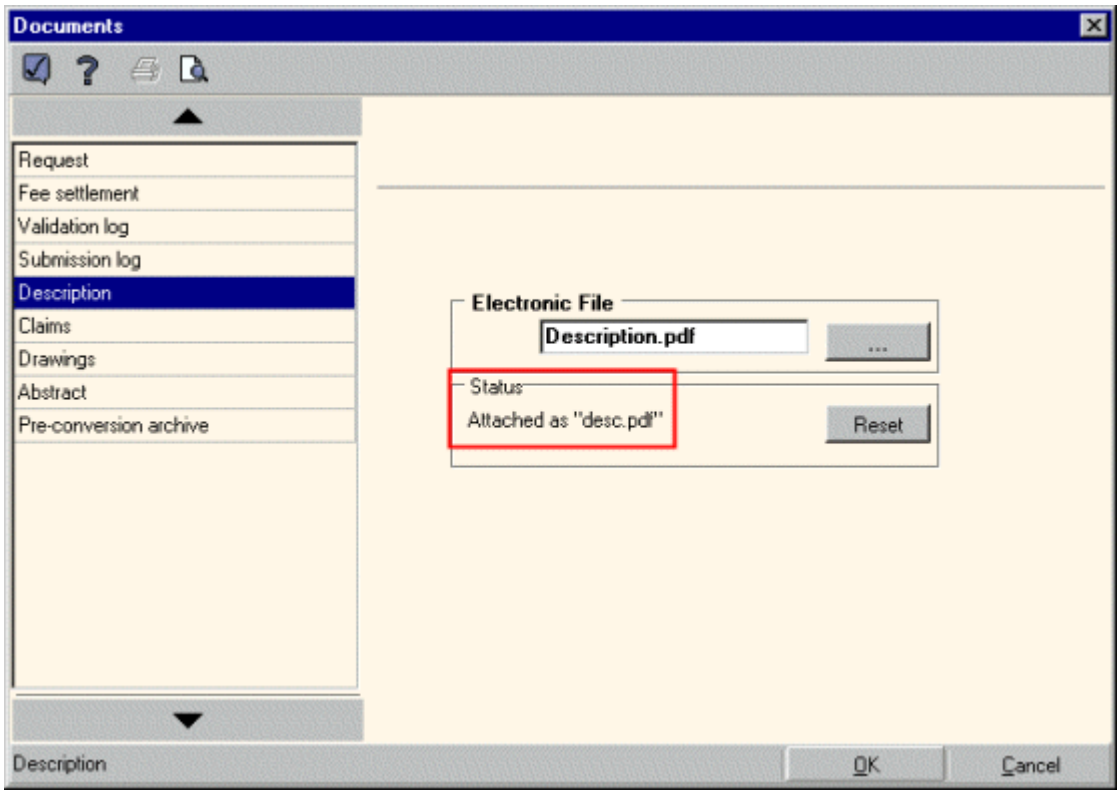


Figure 152 Status of attached document, sample data

5.4 Previewing documents

1. In the *Contents* section, click the **Open** button.
2. Click an item in the list of documents on the left.
3. Click the **Preview** button to display the selected document in PDF format.

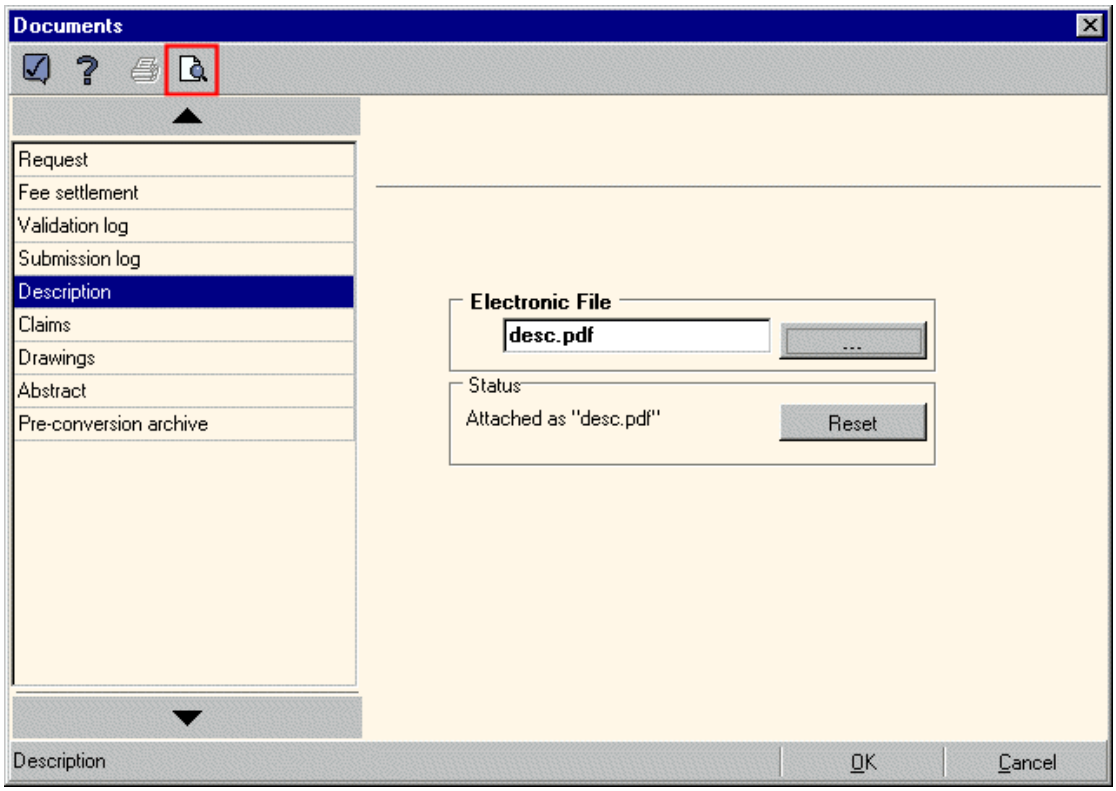


Figure 153 Preview button

5.5 Previewing the application

To preview the application:

4. Select **File, Preview** from the application form menu.
   The application displays in PDF format, with the information completed so far.

You can also click the **Preview** button in the application form window to see the application.

epoline® Online Filing

Version 2

Signing applications

In this section:

6 SIGNING APPLICATIONS 169

6.1 SIGNING APPLICATIONS OVERVIEW 169
6.2 APPLICATIONS NOT READY TO SIGN 170
6.3 TYPES OF SIGNATURE 170
6.4 ABOUT SMART CARDS 175
6.5 SIGNING FORM 1001E 176
6.6 SIGNING FORM 1200E 181

European Patent Office

6 Signing applications

6.1 Signing applications overview

You may initiate the signing process from the form itself or from the ***epoline***® File Manager *Ready to Sign* folder.

epoline® Online Filing makes a distinction between *legal persons* and *natural persons.* A legal person is a corporate entity and cannot sign applications, but a natural person working within that organisation can.

A natural person can be entered as signatory in two ways:

- By typing the name in at the point of signing.
- By predefining the name in the Address Book and selecting it.

A **representative** from the *Names* section will always be displayed in the list of signatories window and can be added as a signatory name.

An **applicant** can be defined as a legal person or a natural person. If defined as a legal person, a signatory needs to be added as described above.

If you select a legal person and click the **Add Signatory** button, you will be prompted to specify the name of the signatory, that is, a natural person.

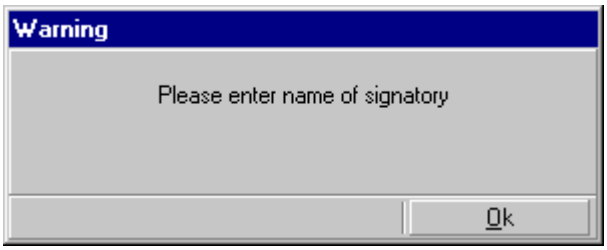


Figure 154 *Warning*, name of signatory

6.2 Applications not ready to sign

If you decide that the application is not ready to sign, in the *Ready to Sign* folder click the application with your right mouse button and select the **Return to Drafts** option from the pop-up menu.

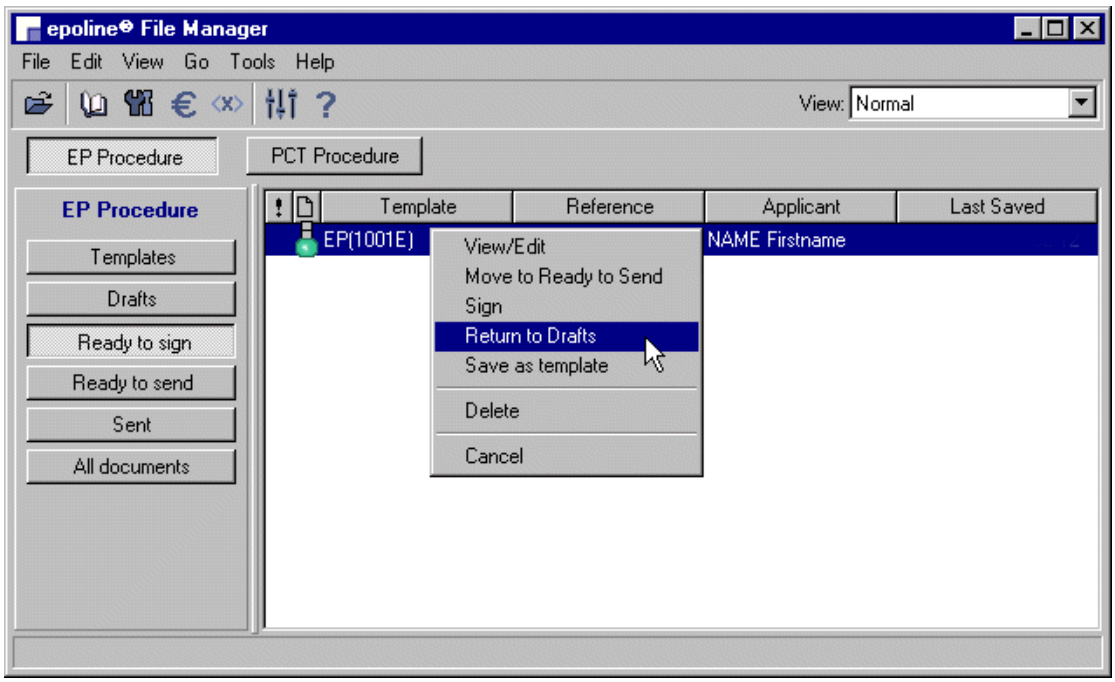


Figure 155 *Ready to Sign* pop-up menu, *Return to Drafts* option

6.3 Types of signature

There are three legally recognised types of signature:

1. **Alphabetical**
   An alphabetical signature is typed in.
2. **Facsimile**
   A facsimile signature is an electronic file containing a scanned image of a handwritten signature.
3. **Digital**
   A digital signature makes use of a smart card with a pin number.

If you use the digital signature option, only one signatory is allowed. Once signed, the application then moves automatically to the *Ready to Send* folder. You may add more than one signature using the alphabetical or facsimile options. In this case, the application remains in the *Ready to Sign* folder. When the signatures are complete, in the ***epoline***® File Manager window click the right mouse button on the application and select **Move to Ready to Send** from the drop-down menu.

6.3.1 Adding an alphabetical signature

1. In the *List of Signatories* window select a signatory or type in a name.
2. Click the **Add Signatory** button.

The *Signature* window opens.

3. Click the **Alphabetical** option to select it.
4. Type in a **forward slash /,** then the **signature,** then type in **another forward slash /** to finish, for example **/Firstname Name/**.
5. Click the **Apply Signature** button.

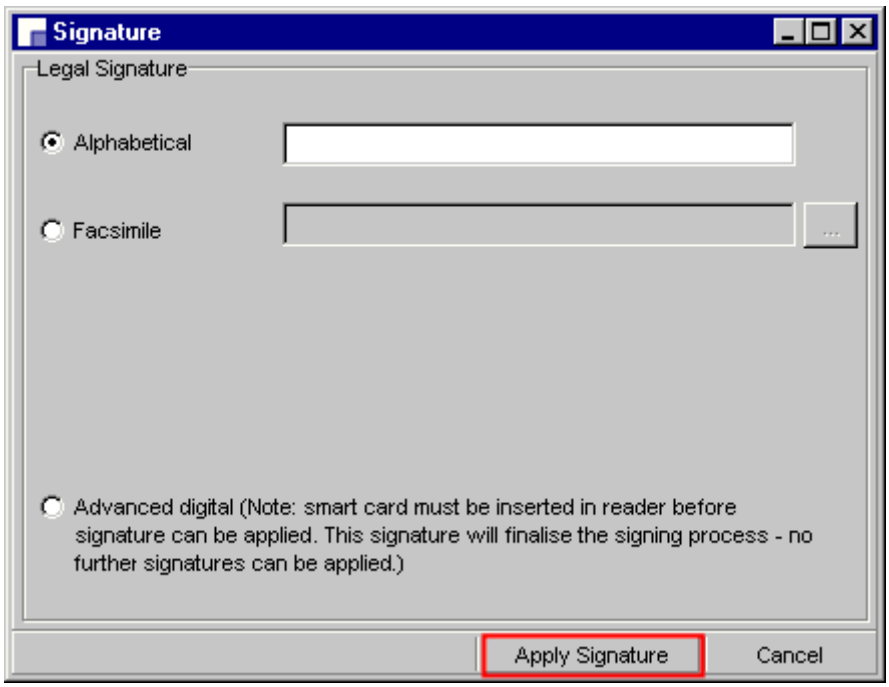

Signature
Legal Signature
Alphabetical
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 156 *Signature*, *Alphabetical* signature option

6.3.2 Adding a facsimile signature

1. Prepare the signature as an image file. This must be in JPEG (*.JPG) format.
2. In the *List of Signatories* window select a signatory or type in a name.
3. Click the **Add Signatory** button.

The *Signature* window opens.

4. Click the **Facsimile** option to select it.
5. Click the **Browse** button to locate the image file.

6. Select the file and click **Open**.
7. Back in the Signatures window click the **Apply Signature** button.

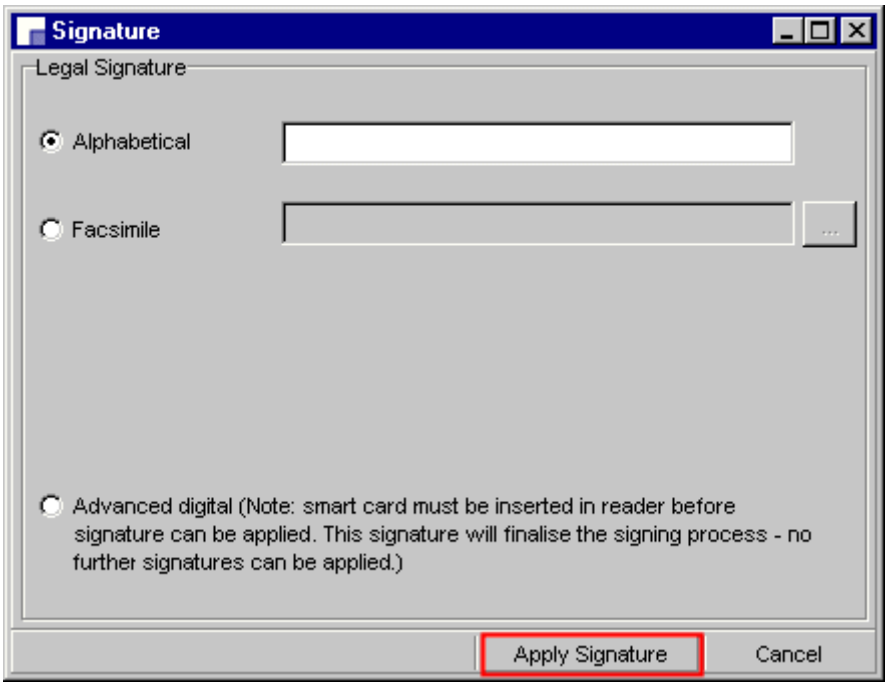

Signature
Legal Signature
Alphabetical
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 157 *Signature*, *Facsimile* signature option

6.3.3 Adding a digital signature

1. In the *List of Signatories* window select a signatory or type in a name.
2. Click the **Add Signatory** button.

The *Signature* window opens.

3. Select the **Advanced Digital** option.
4. Insert your Smart card into the reader.
5. Click the **Apply Signature** button.

The *Please enter PIN* window opens.

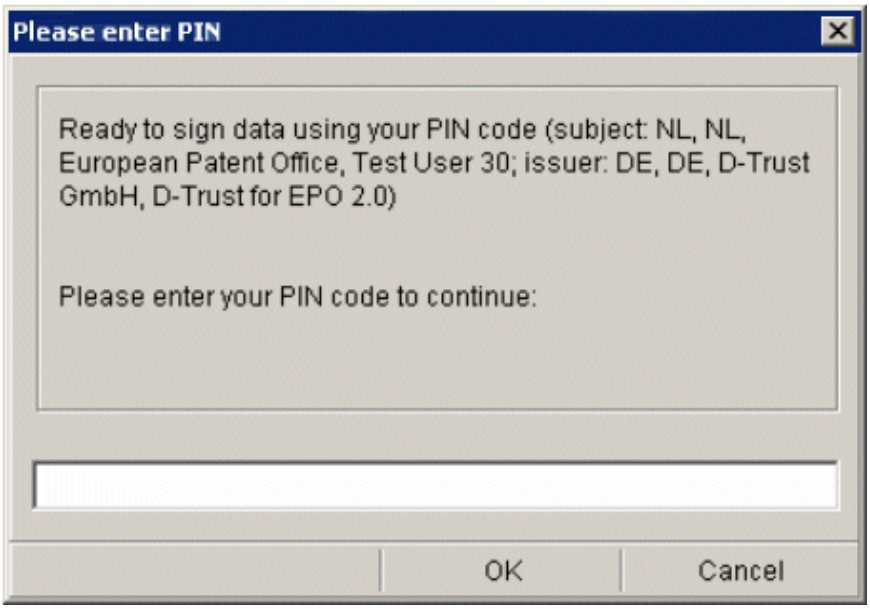

Please enter PIN
Ready to sign data using your PIN code (subject: NL, NL, European Patent Office, Test User 30; issuer: DE, DE, D-Trust GmbH, D-Trust for EPO 2.0)
Please enter your PIN code to continue:
OK
Cancel

Figure 158 *Please enter PIN*, adding digital signature

1. Type in your **PIN** and click **OK**.

epoline® Online Filing processes the digital signing. This may take a few moments.

The *Signature* window opens.

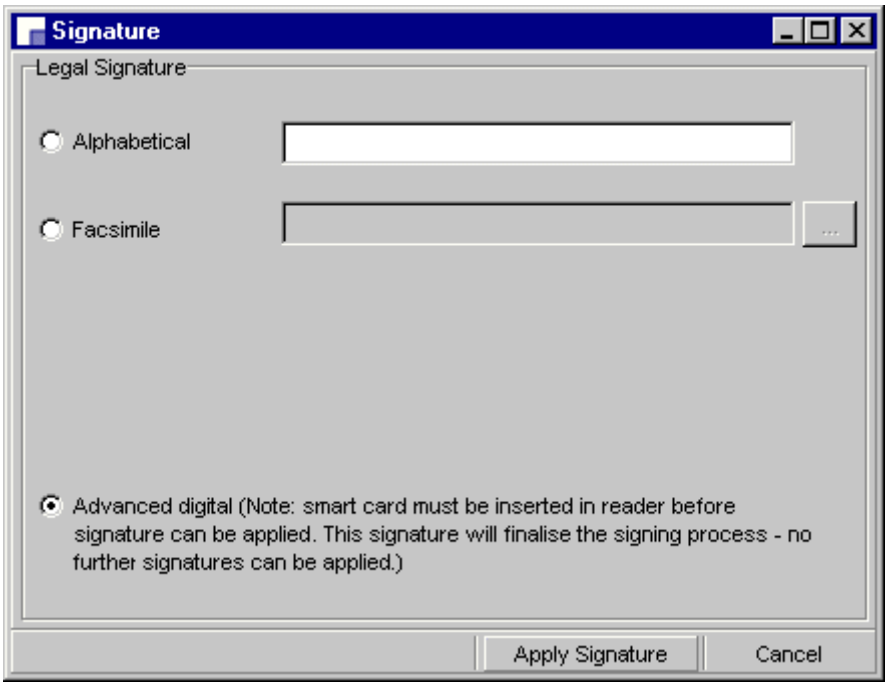

Signature
Legal Signature
Alphabetical
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 159 *Signature*, advanced digital signature option

6.4 About smart cards

The European Patent Organisation provides authorised users with smart cards for use with digital signatures.

The smart card is a high security device that encrypts the signature. To add a digital signature, insert your smart card into a reader and type your PIN when prompted. The smart card software needs to be installed beforehand.

The smart card is created by a certification agency. It contains:

- the private key of the user
- the public key of the user
- a certificate testifying that this public key has been allocated to this user.

Each user should have one smart card. If there are several people within one company with the right to sign and/or submit patents, there should be one smart card for each of them.

1. Make sure that the smart card reader is switched on and working properly.
   The light on the side of the reader should be shining continuously, rather than blinking.

Note that it will only shine continuously once the smart card has been inserted. Otherwise it will blink. The only exception is with Windows 2000 users, where the light keeps on blinking even though the card is in the card reader.

6.5 Signing Form 1001E

At least one signature is required on the application. You can add signatures from Form 1001E as described here, or from the ***epoline***® File Manager. For more information see *Ready to Sign folder* on page 205.

1. In the completed Form 1001E, click the **Sign** button.

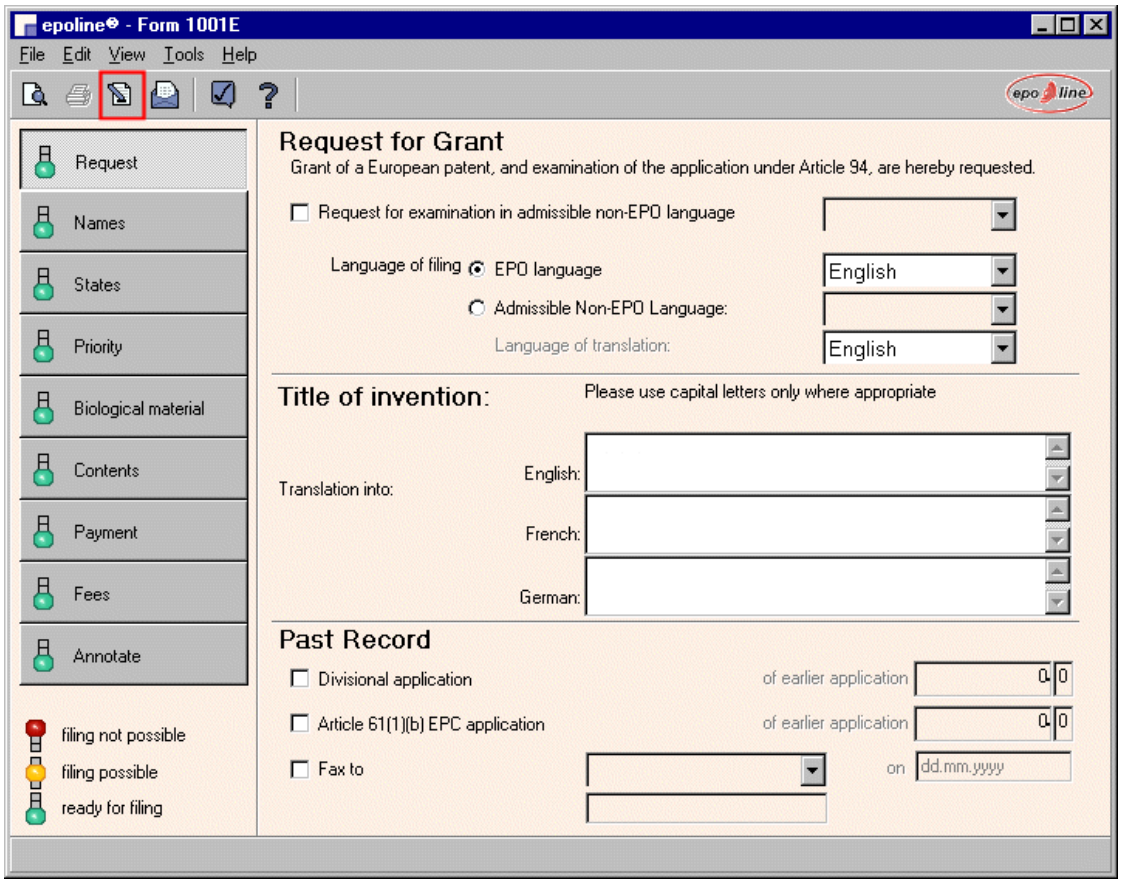


Figure 160 *Form 1001E*, signing application

The *Submission Preparation Progress* window opens.

1. Click the **Continue** button.

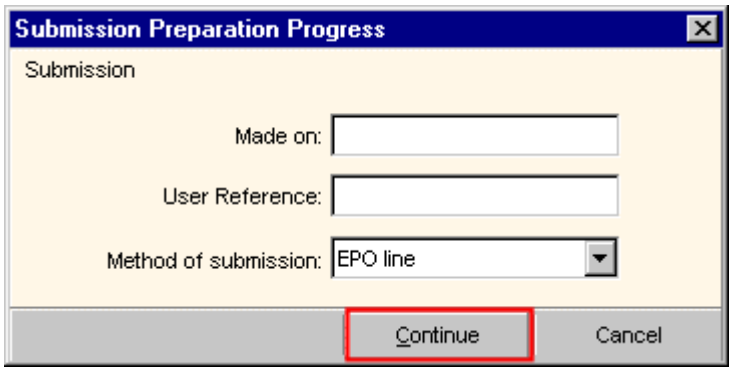


Figure 161 *Submission*, signing application

The *Submission Preparation Progress* window expands as ***epoline***® Online Filing checks that all the required information is included. When Online Filing finishes its checks, the *Close* button appears.

2. Click the **Close** button.

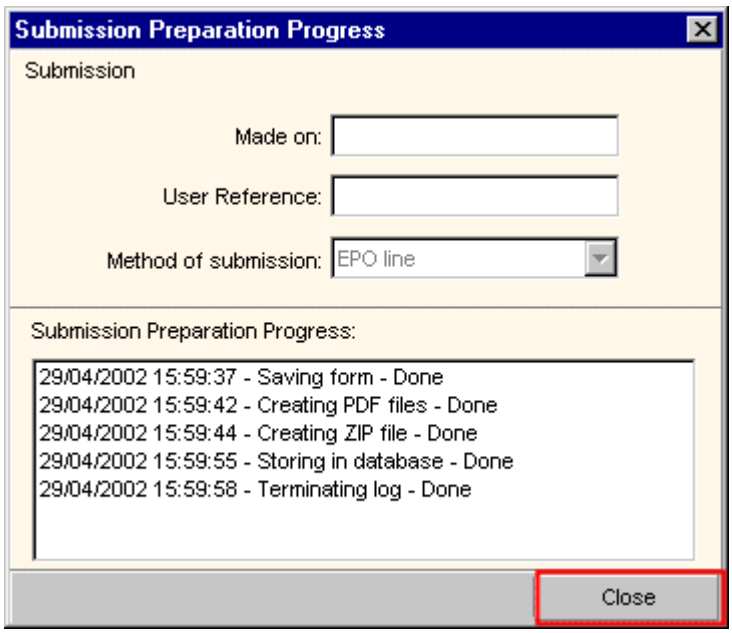

Submission Preparation Progress
Submission
Made on:
User Reference:
Method of submission:
EPO line
Submission Preparation Progress:
29/04/2002 15:59:37 - Saving form - Done
29/04/2002 15:59:42 - Creating PDF files - Done
29/04/2002 15:59:44 - Creating ZIP file - Done
29/04/2002 15:59:55 - Storing in database - Done
29/04/2002 15:59:58 - Terminating log - Done
Close

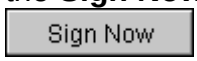
Figure 162 *Submission* window expanded

epoline® Online Filing prepares the list of PDF documents for you to check. This may take a few moments. The documents may vary depending on the type of application, typically they will include:

• EP1-SUB	Submission log confirming that the steps have been completed
• EPF 1001	The application data as they appear in printed form
• abst	The abstract
• clms	The claims
• desc	The description

When this list is ready the PDF Viewer window opens, with the submission log displayed. Click the other documents on the left to see them if you wish.

3. Once you are satisfied that the correct documents are attached, click the **Sign Now** button.



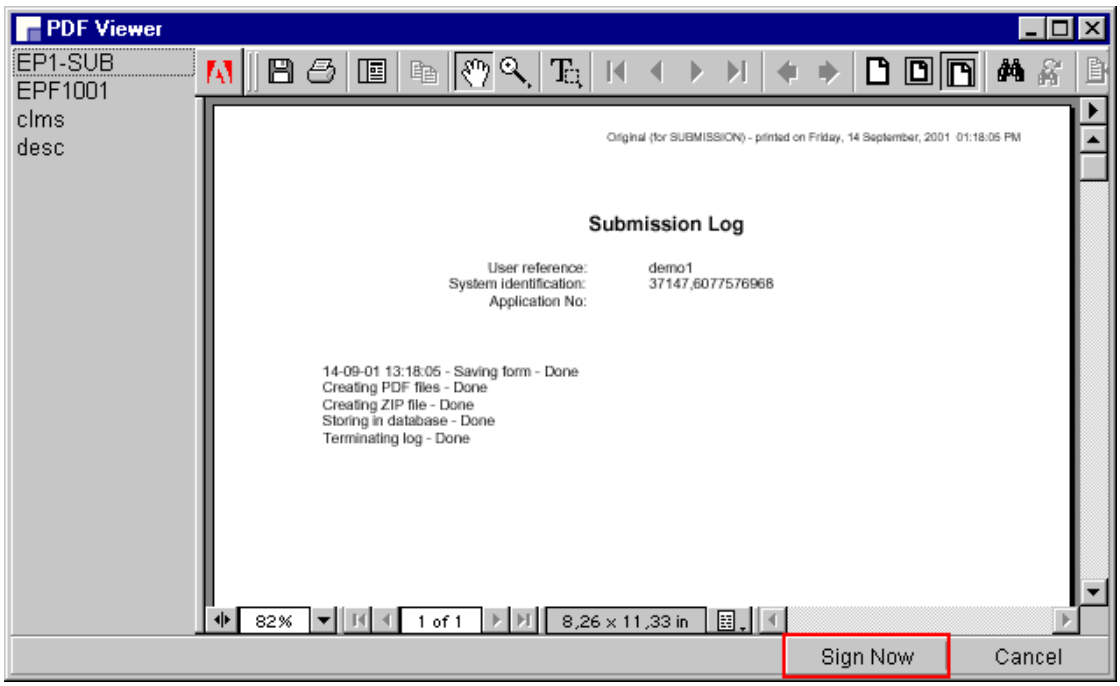


Figure 163 *PDF Viewer*, signing application Form 1001E

If you decide that the application is not ready to sign, click the **Cancel** button Cancel in the *PDF Viewer* window. Back in the *Ready to Sign* folder click the application with your right mouse button and select the **Return to Drafts** option from the pop-up menu.

The *List of Signatories* window opens. The choice of signatories includes:

- Any applicants or legal representatives from the *Names* section. These will be displayed here. Click one to select it as a signatory.
- Signatories from the Address Book. These can be displayed by clicking the drop-down arrow in the middle of the window.
- Names you type in at this point. Use the blank white space to the left of the *Add Signatory* button.

1. Select a name from the Applicants, Representatives list, or from the Address Book, or type a name into the blank space.
2. Click the **Add Signatory** button.
   Add Signatory

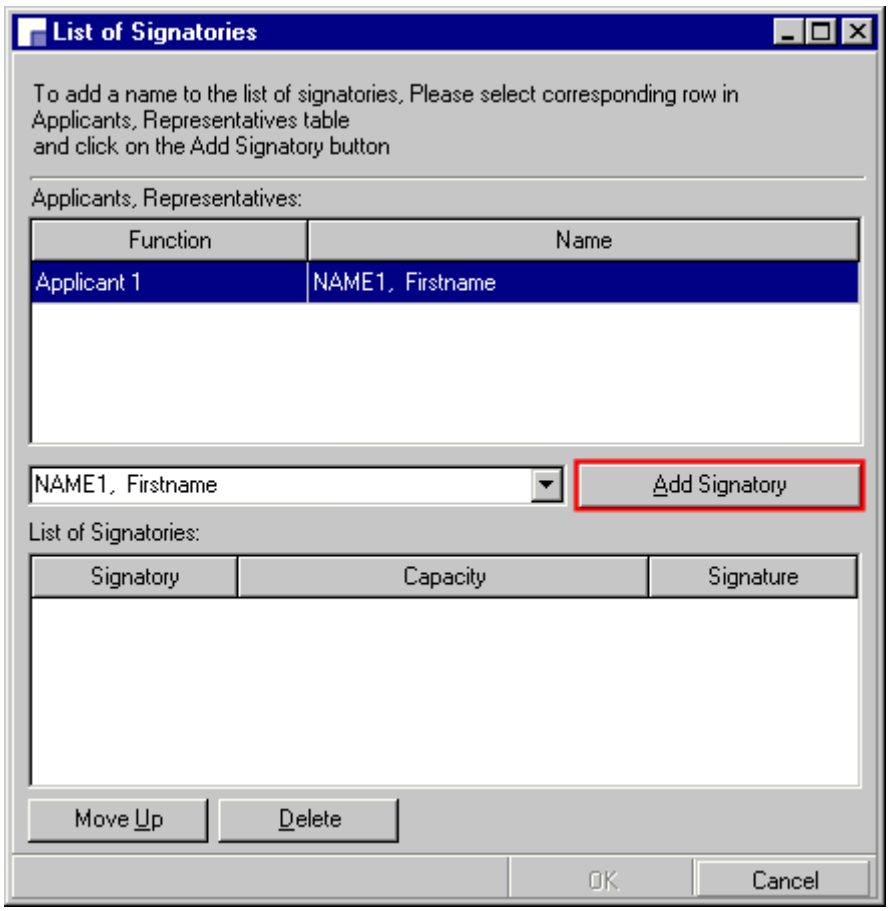


Figure 164 *List of Signatories*, signatory, sample data

The Signature window opens. Note that there are three legal signatures:

- Alphabetical
- Facsimile
- Digital

These are detailed in *Types of signature* on page 170.

2. Select the type of signature you wish to add.
3. Click the **Apply Signature** button.

4. Click **OK** to close the window and return to the ***epoline***® File Manager.

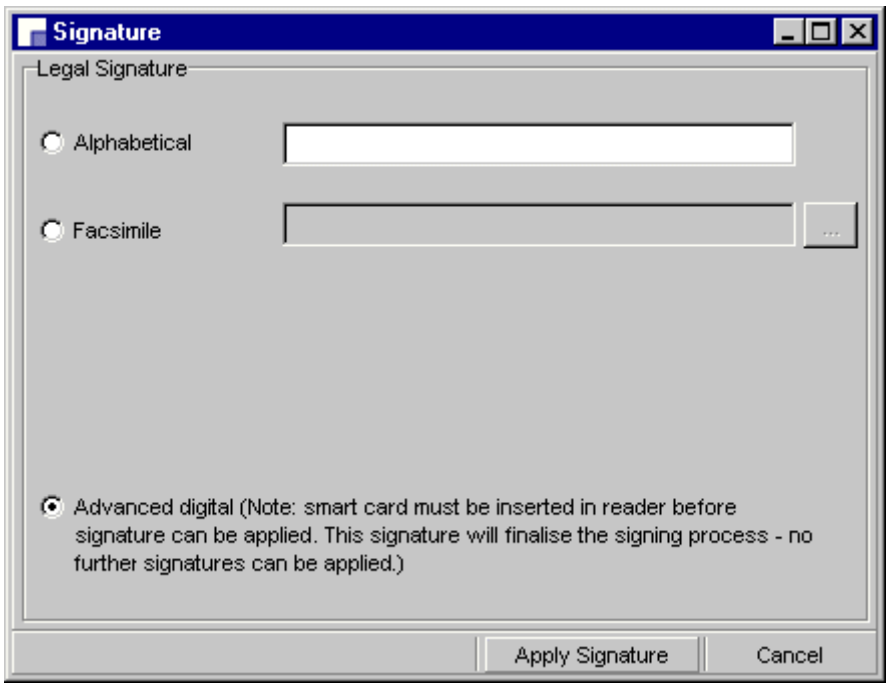

Signature
Legal Signature
Alphabetical
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 165 *Signature* window

You will see a message that signing is in progress. Once ***epoline***® Online Filing has finished this process, the ***epoline***® File Manager window opens.

If alphabetical or facsimile signatures were applied, the application remains in the *Ready to sign* folder. You can add more signatures and move the application to the *Ready to send* folder when you are ready. If a digital signature was applied the application is moved automatically to the *Ready to send* folder.

6.6 Signing Form 1200E

The application will have been signed during the previous phase. However, you may add a person to the List of Signatories.

1. Double click the Form1200E application in the *Ready to Sign* folder.

The *PDF Viewer* window opens.

2. Click the **Sign Now** button.

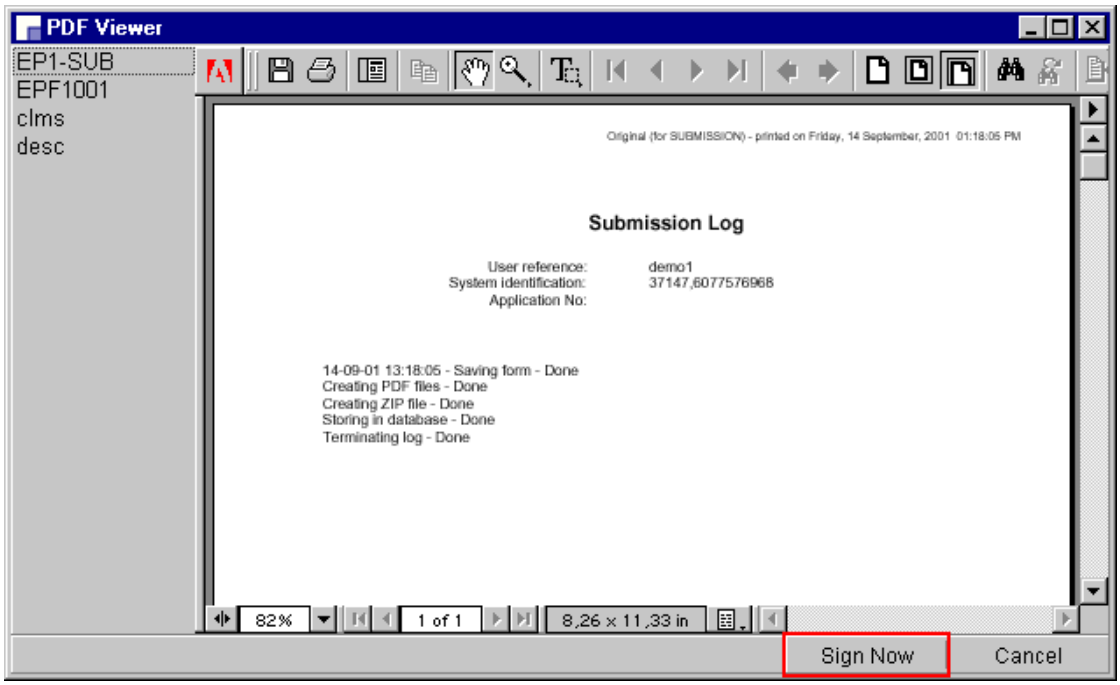


Figure 166 *PDF Viewer*, signing application Form 1200E

The *List of Signatories* window opens.

3. Select the kind of signature you require and then click the **Add Signatory** button.

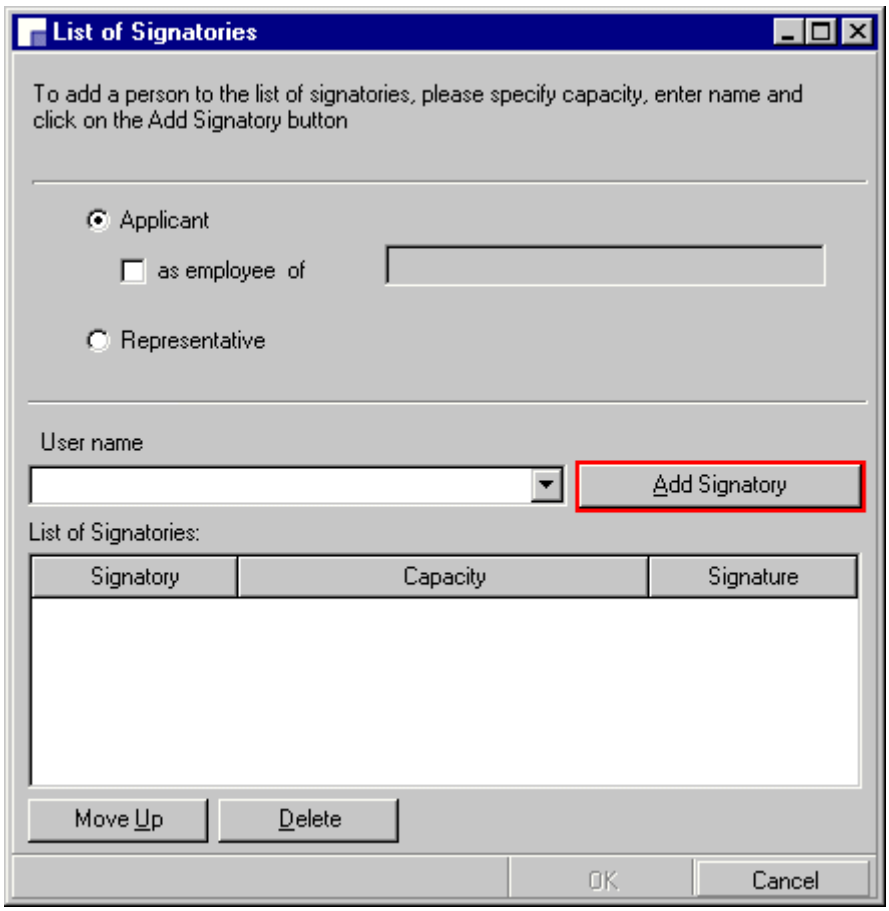


Figure 167 Form 1200E, adding signatory

The *Signature* window opens.

4. Enter the signature and click on the **Apply Signature** button.

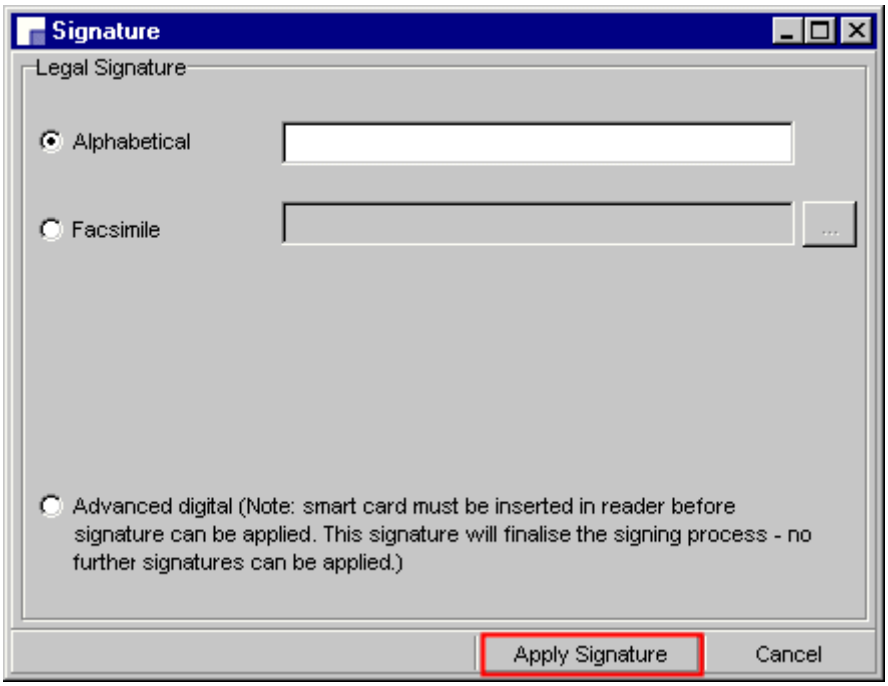

Signature
Legal Signature
Alphabetical
Facsimile
...
Advanced digital (Note: smart card must be inserted in reader before signature can be applied. This signature will finalise the signing process - no further signatures can be applied.)
Apply Signature
Cancel

Figure 168 Form 1200E, *Signature*, applying signature

For more information see *Types of signature* on page 170.

You will see a message that signing is in progress. Once ***epoline***® Online Filing has finished this process, the ***epoline***® File Manager window opens.

If alphabetical or facsimile signatures were applied, the application remains in the *Ready to sign* folder. You can add more signatures and move the application to the *Ready to send* folder when you are ready. If a digital signature was applied the application is moved automatically to the *Ready to send* folder.

epoline® Online Filing

Version 2

Sending applications

In this section:

7 SENDING APPLICATIONS 187

7.1 SENDING APPLICATIONS OVERVIEW 187
7.2 DECIDING NOT TO SEND 187
7.3 PRE-TRANSMISSION CHECKS 188
7.4 ENTERING A PIN 189
7.5 VIEWING RECEIPT AND REFERENCE NUMBER 190

European Patent Office

7 Sending applications

7.1 Sending applications overview

The sending process is initiated from ***epoline***® File Manager.

To send the application:

- ***epoline***® Online Filing checks that all the required information is present.
- You enter a PIN, using the required smart card.

7.2 Deciding not to send

You can decide that the application is not ready to send and move it out of the *Ready to Send* folder. Click the application with your right mouse button and select the **Return to Drafts** or **Return to Ready to Sign** option from the pop-up menu.

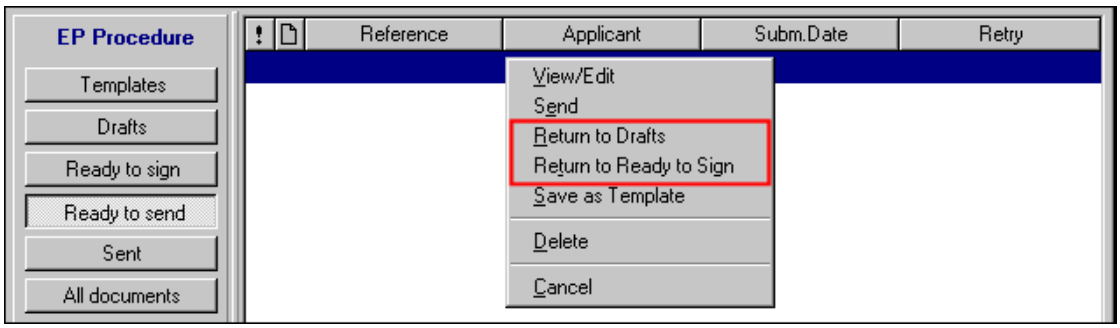
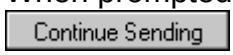


Figure 169 *Ready to Send* folder, pop-up menu options

7.3 Pre-transmission checks

Sending an application requires a smart card and PIN. ***epoline***® Online Filing checks that all the required information is present before it transmits the application to the EPO. For additional options see *Ready to Send folder* on page 207.

1. In the ***epoline***® File Manager *Ready to Send* folder double click the application you wish to send.
2. When prompted click the **Continue Sending** button.



If you are submitting a real filing, make sure that you are sending the application to the production server and not the demo server.

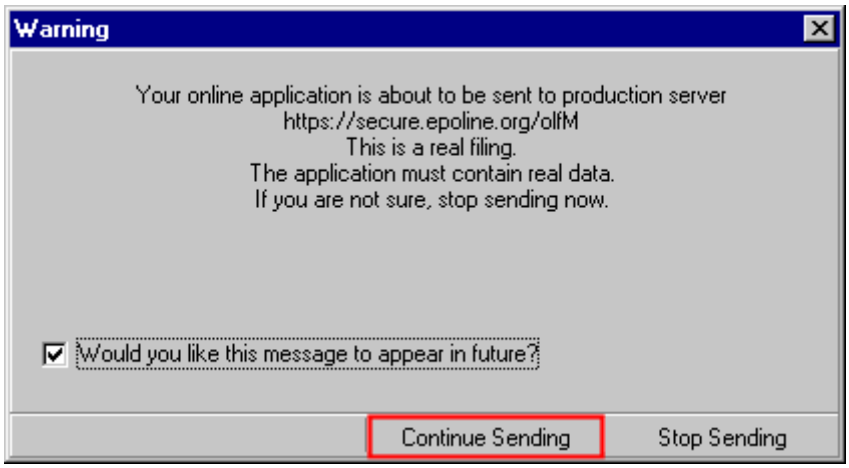

Warning
Your online application is about to be sent to production server
https://secure.epoline.org/olfM
This is a real filing.
The application must contain real data.
If you are not sure, stop sending now.
Would you like this message to appear in future?
Continue Sending
Stop Sending

Figure 170 *Warning*, production server

epoline® Online Filing checks that the required information is present.

7.4 Entering a PIN

Once the pre-transmission checks are complete, the *Please enter PIN* window opens.

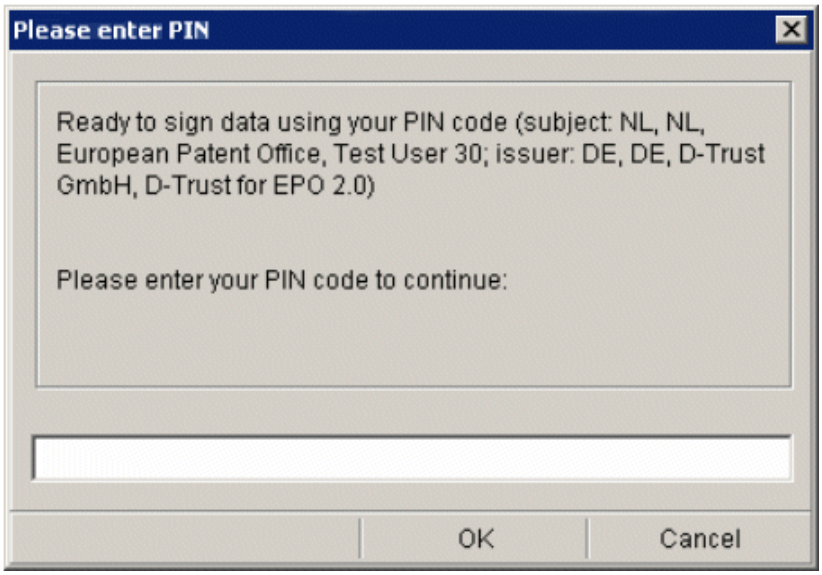

Please enter PIN
Ready to sign data using your PIN code (subject: NL, NL, European Patent Office, Test User 30; issuer: DE, DE, D-Trust GmbH, D-Trust for EPO 2.0)
Please enter your PIN code to continue:
OK
Cancel

Figure 171 *Please enter PIN*, sending application

4. Type in your **PIN** and click **OK**.
5. Follow the prompts to complete the submission.

During the submission process a progress indicator displays the percentage of data sent. You can click the **Cancel** button if you wish.

Figure 172 Progress indicator for sending data

7.5 Viewing receipt and reference number

As soon as your submission has been successfully completed, the EPO server issues a receipt and reference number.

3. To view the receipt, click **Yes** when prompted.

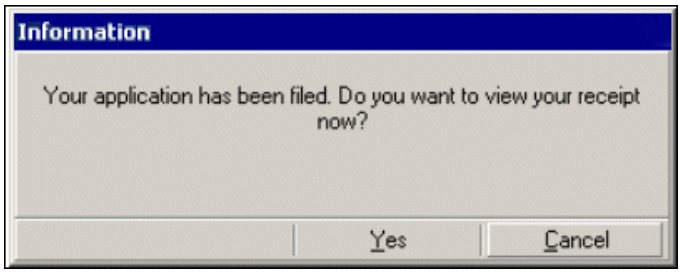


Figure 173 *Information*, view receipt

4. When the PDF Viewer opens, scroll through the receipt.

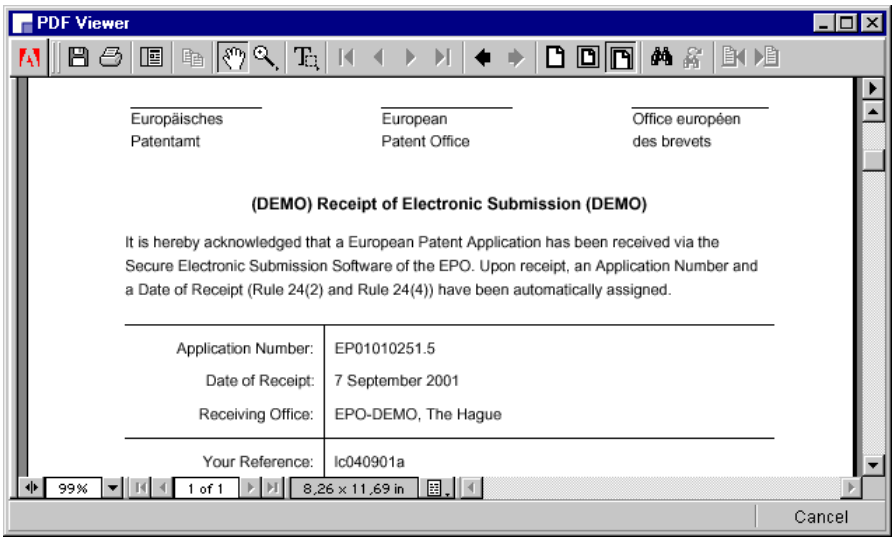

PDF Viewer
Europäisches Patentamt
European Patent Office
Office européen des brevets
(DEMO) Receipt of Electronic Submission (DEMO)
It is hereby acknowledged that a European Patent Application has been received via the Secure Electronic Submission Software of the EPO. Upon receipt, an Application Number and a Date of Receipt (Rule 24(2) and Rule 24(4)) have been automatically assigned.
Application Number: EP01010251.5
Date of Receipt: 7 September 2001
Receiving Office: EPO-DEMO, The Hague
Your Reference: lc040901a
99%
1 of 1
8,26 x 11,69 in
Cancel

Figure 174 *PDF Viewer*, viewing receipt

epoline® Online Filing

Version 2

epoline® File Manager

In this section:

8 *EPOLINE*® FILE MANAGER 193

8.1 OVERVIEW OF *EPOLINE*® FILE MANAGER 193
8.2 TEMPLATES FOLDER 197
8.3 DRAFTS FOLDER 201
8.4 READY TO SIGN FOLDER 205
8.5 READY TO SEND FOLDER 207
8.6 SENT FOLDER 209
8.7 ALL DOCUMENTS FOLDER 211
8.8 SORTING APPLICATIONS 212
8.9 ADDRESS BOOK 213
8.10 DEPOSITS OF BIOLOGICAL MATERIAL 228

European Patent Office

8 *epoline*® File Manager

8.1 Overview of *epoline*® File Manager

The ***epoline***® File Manager is organised into several parts to help you process your application: *menu*, *toolbar* and *folders*. When you click a folder to select it, the contents of that folder are displayed in the white area.

8.1.1 *epoline*® File Manager menu options

The ***epoline***® File Manager menu allows you to carry out common tasks.

Figure 175 *epoline*® File Manager menu

Menu		Description
File	New Form, EP(1001E)	European patent application
	Euro-PCT(1200E)	European phase of PCT application
	Export, Forms	Choose the folder for storing forms
	Import, Forms	Bring forms back into ***epoline***® Central Directory storage area
	Import, XML	Import a file from eXtended Markup Language format
	Exit (Ctrl Q)	Quit the ***epoline***® File Manager
Edit	Delete *(Ctrl D)*	Remove selected item from folder
View	Status Bar	Indicate progress as a form is being processed, at bottom of ***epoline***® File Manager window
Go	to EP Procedure	Select from drop-down list:
	Templates	Blank application forms for EP procedures
	Drafts	Partially completed applications
	Ready to Sign	Applications completed and awaiting authorisation
	Ready to Send	Applications completed and authorised
	Sent	Applications transmitted to the EPO
	All Documents	Full list of applications in all stages
Tools	Address Book *(Ctrl B)*	Details of names in application
	Deposits of Biological Material	Area to record information about biological deposits. Receipts copied to Receipt Book from the Biological Material section of the form are displayed here.
	Maintenance	Lists of information catalogues
	Common Maintenance	Worldwide information such as global entities and depositary institutions
	EP Maintenance	EPO information such as regional filing office, currencies and languages
	Fees, EP Fees	Table of fees
	Settings	Options for using the ***epoline***® File Manager such as preferred PDF product
Help	***epoline***® File Manager Help	Accesses the online Help file
	About ***epoline***® File Manager	Displays ***epoline***® general information and Customer Services details

8.1.2 *epoline*® File Manager toolbar options

The ***epoline***® File Manager toolbar options provide quick access to common tasks.

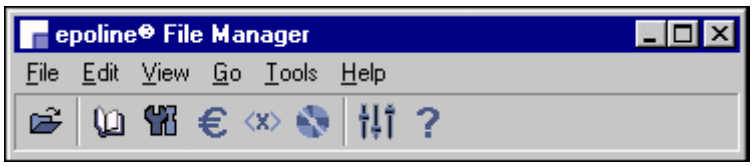


Figure 176 *epoline*® File Manager toolbar

Button	Description
	Open an existing application form
	Open the Address Book window (see section on Address Book)
	Open the EP maintenance window (see section on User Maintenance)
	Open the Fees window (see section on User Maintenance)
	Open the XML window (see section on User Maintenance)
	Open the Settings window
	Open the Help window

Hover your mouse pointer over a button to see a brief description of what it does.

8.1.3 Folders for *epoline*® Online Filing

The folders correspond to the procedural stages in the patent application process. As each stage is completed the application moves to the next folder. Click a folder to see a list of its contents. Click the right mouse button on an item in the list to open a drop-down menu of options. Click Cancel on the drop-down menu to close it again.

Folder	Description
	Blank or customised patent application forms.
	Partially completed application forms
	Application forms with all information completed and required documentation attached, waiting for authorisation
	Application forms completed and signed
	Applications which have been transmitted to the EPO
	The whole list of applications in various stages

The following sections detail the actions related to each folder.

8.2 Templates folder

Templates are the “empty” forms to be filled in for patent applications. EP(1001E) corresponds to an “empty” Form 1001 for European patent applications. Euro-PCT(1200E) corresponds to an "empty" Form 1200 for the European phase of a PCT patent application. The EPO will keep you informed as new forms become available electronically.

You can also create your own customised forms based on these two standard forms, to include standard information for your organisation, for example signatories. For information on customising templates for future use, see *Customising templates* on page 199.

8.2.1 Creating a new application from a template

1. In the ***epoline***® File Manager window, double click the template you want to use.

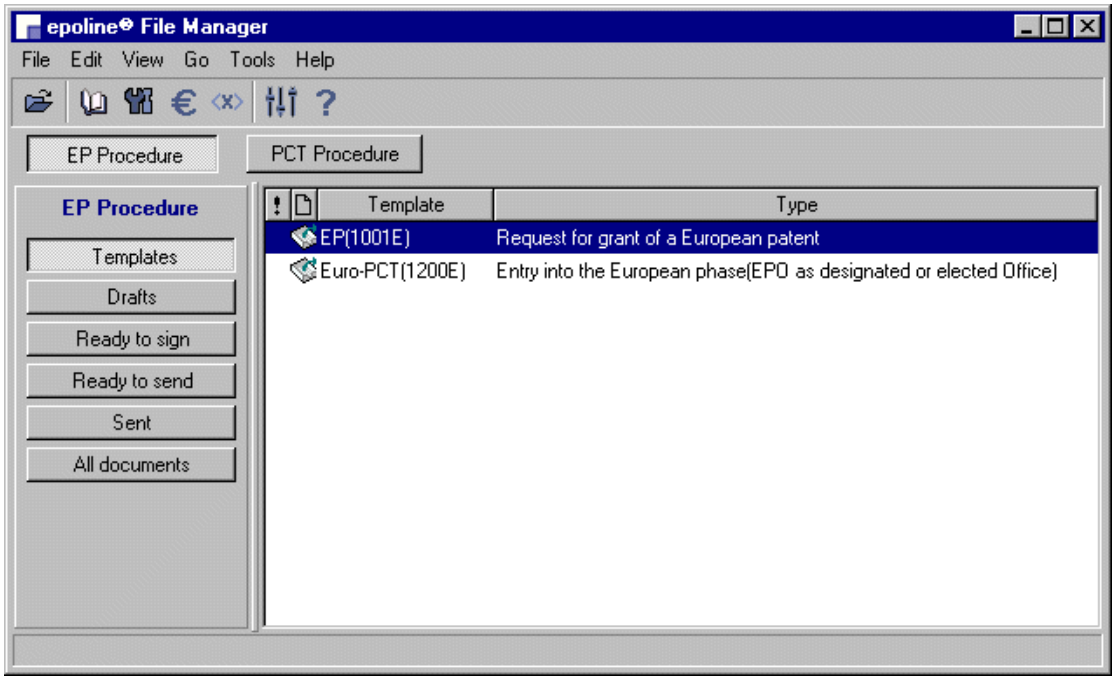


Figure 177 *epoline*® File Manager, *Templates* folder

You can also select **File, New Form** from the menu.

The *New application* window opens.

2. Type a user reference when prompted, something that is meaningful within your organisation (maximum of 20 characters).

Figure 178 *New application* window

8.2.2 Customising templates

You can customise templates to save reusable data such as names, language preferences, designated states and payment details.

To customise a template:

1. Create a new form.
2. Complete as many of the details on the form as you wish to save.
3. From the menu select **File, Save as Template**.
4. Give the template a name and click **OK**.

To use the new template:

1. Click the **Templates** folder to display the list.
2. Double click the template you require.
   This opens a new copy.

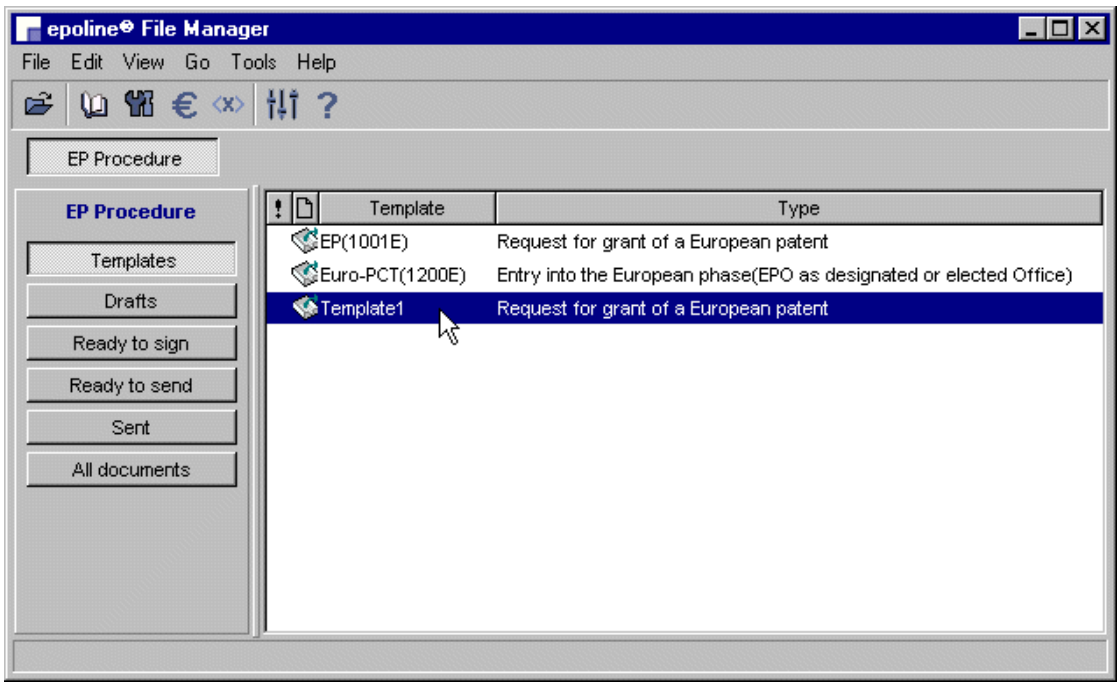


Figure 179 *epoline*® File Manager, sample customised template

8.2.3 Templates pop-up menu

Click the right mouse button on an item in the Templates folder to see the pop-up menu. To delete a customised template click it with your right mouse button in the *Templates* folder, then select **Delete** from the pop-up menu. The **Cancel** option closes the pop-up menu.

You can only delete your own customised templates. You cannot delete the standard ***epoline***® Online Filing templates.

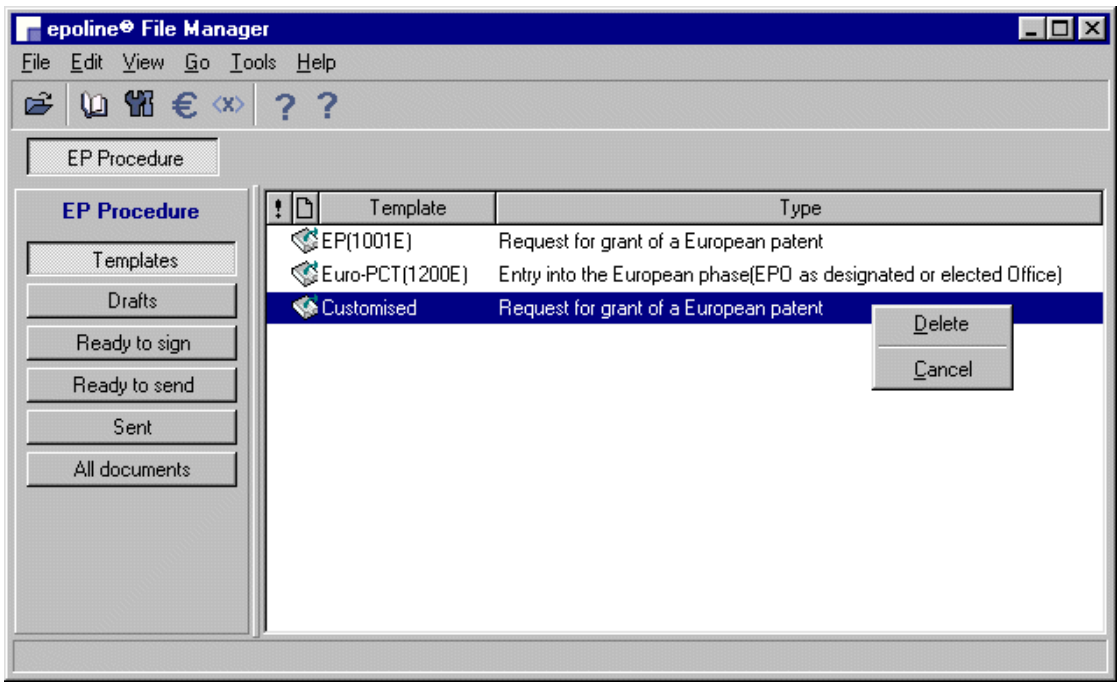


Figure 180 *epoline*® File Manager, *Templates* pop-up menu

8.3 Drafts folder

The *Drafts* folder contains applications in preparation. It is good practice when working with computer applications to save your work regularly.

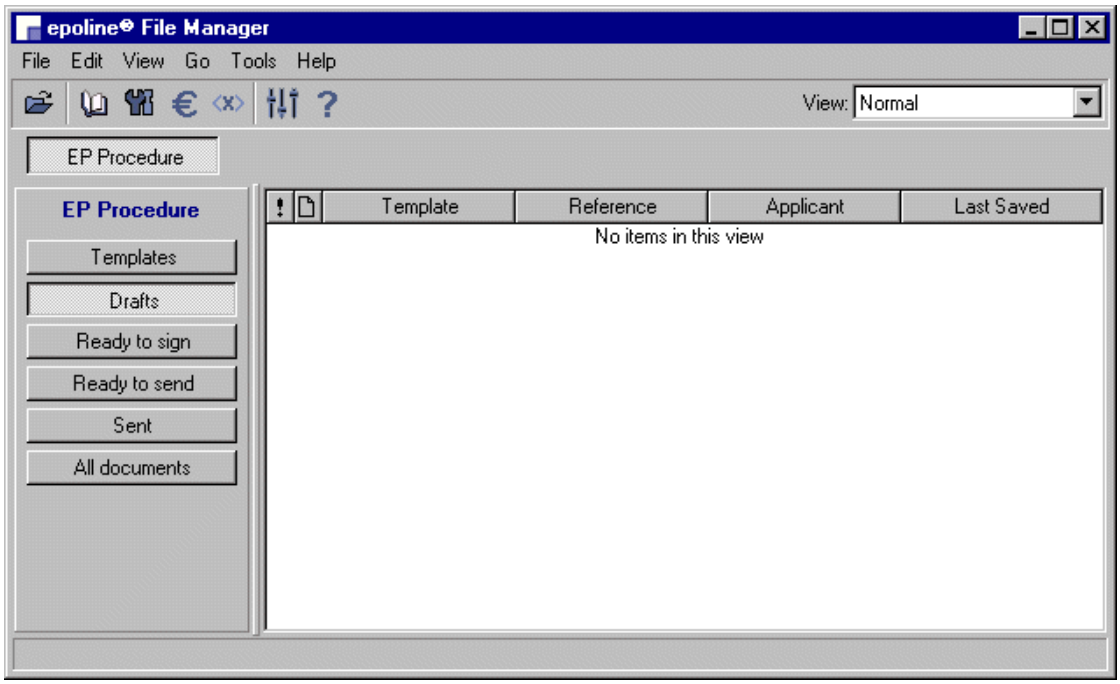


Figure 181 *epoline*® File Manager, *Drafts* folder

To save your work:

1. With the application form open, select **File, Save as Draft** from the menu.
   This saves the form to the *Drafts* folder.
   The form remains open for you to continue working.

To close the form and save as a draft

1. With the application form open click the **Window Close** button.

2. At the confirmation prompt select **Save as Draft** and click **OK**.

Click a draft application with the right mouse button to see a list of options. For example you can save it as a template from here, or move it to the *Ready to Sign* folder, if it meets the minimum requirements to do this.

The traffic light colour indicates whether filing is possible at this point. For more information see *Traffic lights* on page 13.

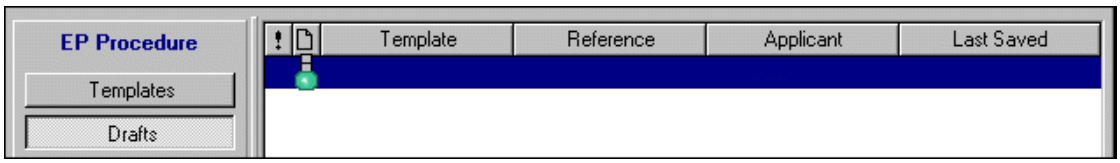


Figure 182 Sample with green traffic light, filing possible

8.3.1 Preparing drafts for signature

Once you have completed the application form and attached the necessary documentation, the form is ready to be authorised. The system will check that all the required documents have been attached. However, only you can verify that the documents attached are the correct ones. It is good practice to preview the form and documents at this point, before the final submission is prepared. The attached documents must be in Portable Document Format.

To preview an application as it appears on the form:

1. Double click an application in the *Drafts* folder.
2. Select **File, Preview** from the menu.
   The form displays in PDF format, with the information completed so far.

You can also click the **Preview** button to see the form.

To preview the submitted documents:

3. Click the **Contents** button to see the checklist of submitted documents and files.
4. Click the **Open** button below the checklist.
5. In the *Documents* window click a document type in the list on the left, and then click the **Preview** button.

Once you have checked the application, move it to the *Ready to Sign* folder:

1. From the menu select **File, Save as Ready to Sign**.
2. At the prompt click the **Continue** button.
   epoline® Online Filing prepares the submission: the system checks that all required information has been completed and then compresses the application to make it quicker to send electronically.
3. Click the **Close** button when it appears.
   The application moves automatically to the *Ready to Sign* folder.

Drafts pop-up menu

Click the right mouse button on an item in the *Drafts* folder to see the pop-up menu. You can move the selected item to the *Ready to Sign* folder, save it as a template or delete it. The **Cancel** option closes the pop-up menu.

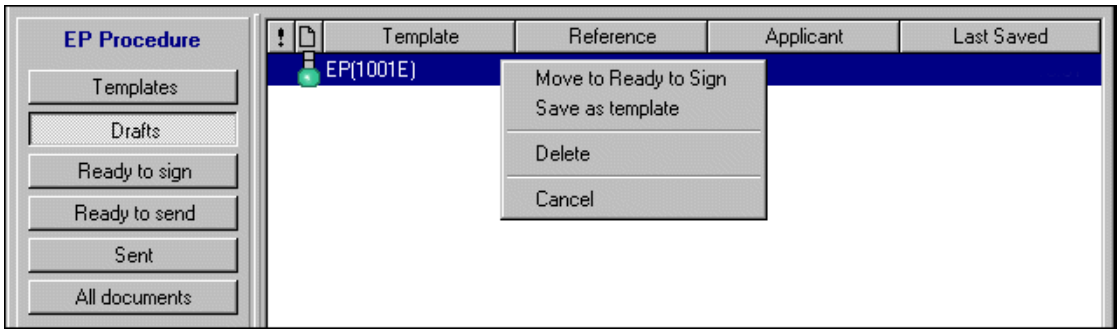


Figure 183 *epoline*® File Manager, *Drafts* pop-up menu

8.4 Ready to Sign folder

The *Ready to Sign* folder contains patent applications with the mandatory information completed, awaiting signature.

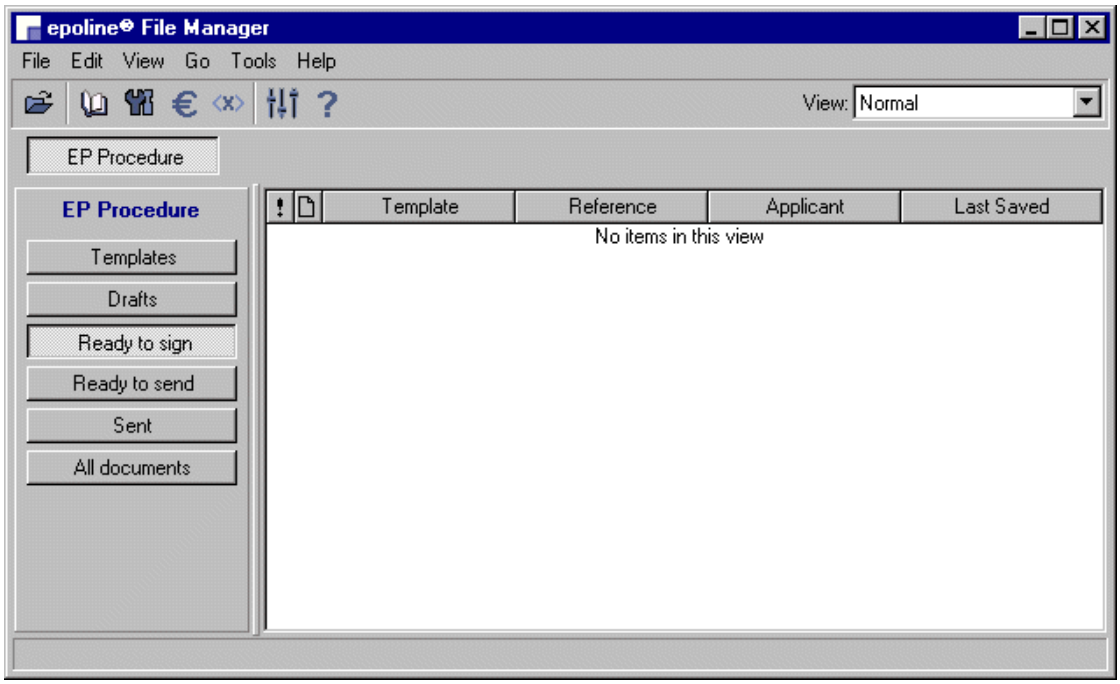


Figure 184 *epoline*® File Manager, *Ready to Sign* folder

You may initiate the signing process from the form itself or from the ***epoline***® File Manager *Ready to Sign* folder. Select an application in the *Ready to Sign* folder and double click it.

You can select an application in the *Ready to Sign* folder and save it as a customised template if you wish. The next time you use the template, the same data will be there. The attached documents will always be different.

8.4.1 Ready to Sign pop-up menu

Click the right mouse button on an item in the *Ready to Sign* folder to see the pop-up menu. You can view the selected item and edit it, move it to the *Ready to Send* folder, sign it, return it to the *Drafts* folder, save it as a template or delete it. The **Cancel** option closes the pop-up menu.

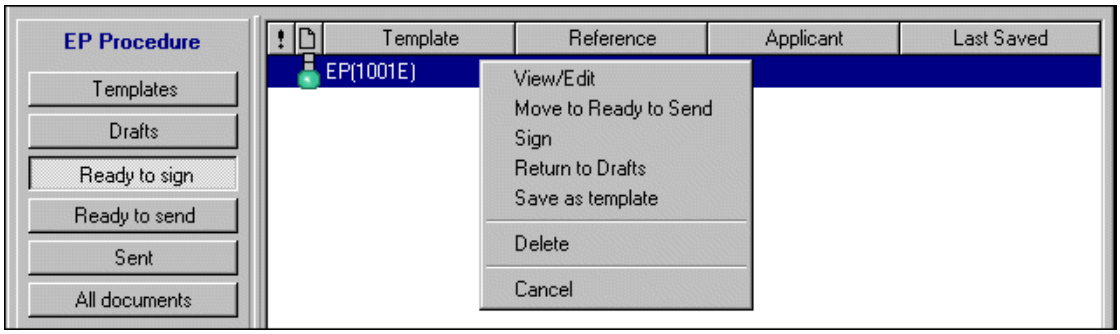


Figure 185 *epoline*® File Manager, *Ready to Sign* pop-up menu

8.5 Ready to Send folder

The sending process is initiated from the ***epoline***® File Manager. The *Ready to Send* folder contains applications that have been signed and are awaiting electronic transmission to the EPO. Sending an application requires a smart card and PIN.

To send an application from the ***epoline***® File Manager:

1. In the *Ready to Send* folder double click an application.
   Alternatively you can click it with your right mouse button. Select **Send** from the pop-up menu.

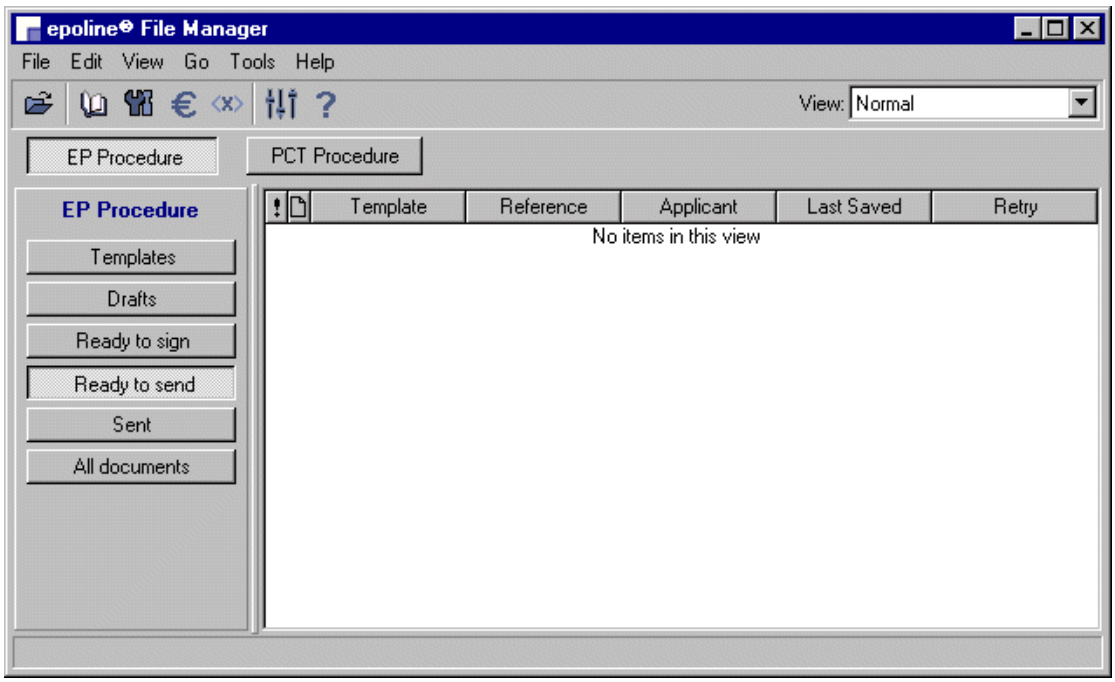


Figure 186 *epoline*® File Manager, *Ready to Send* folder

For more information on completing the procedure see *Sending applications* on page 187.

8.5.1 Ready to Send pop-up menu

Click the right mouse button on an item in the *Ready to Send* folder to see the pop-up menu. You can view the selected item and edit it, move it to the *Ready to Send* folder, sign it, return it to the *Drafts* folder, save it as a template or delete it. The **Cancel** option closes the pop-up menu.

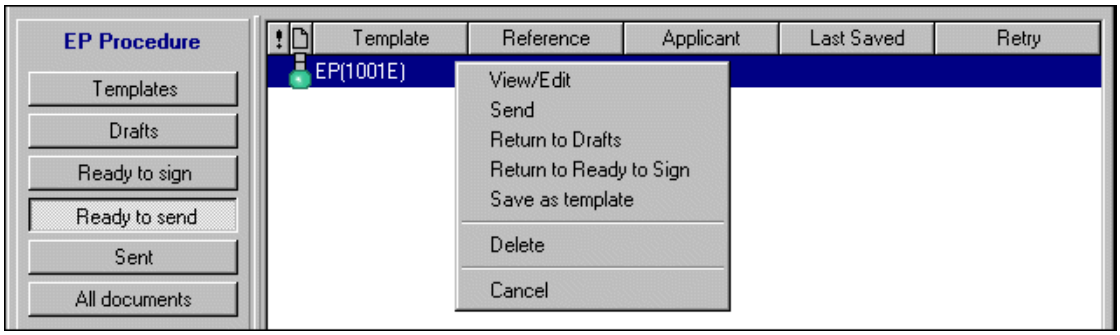


Figure 187 *epoline*® File Manager, *Ready to Send* pop-up menu

8.6 Sent folder

The *Sent* folder displays the applications sent electronically to the EPO. Click the right mouse button on an application to view it. You will see that the application number from your receipt has been added.

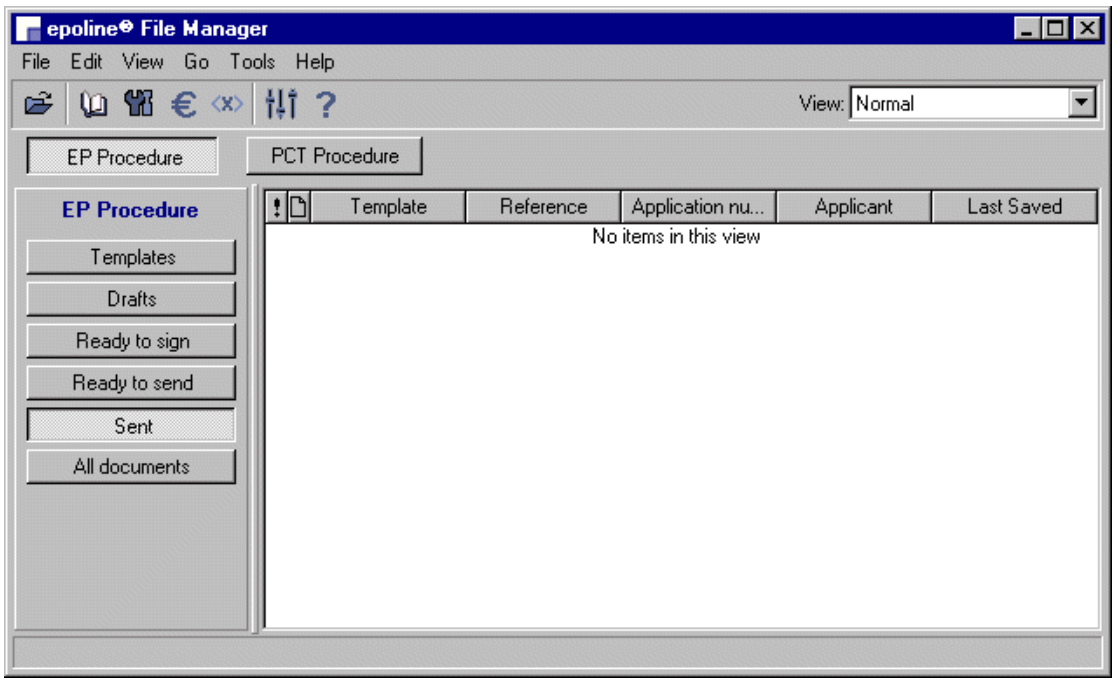


Figure 188 *epoline*® File Manager, *Sent* folder

The application cannot be changed at this stage. However, you have several options. For example you can reuse the data for a different filing.

Double click an application in the *Sent* folder to select an operation.

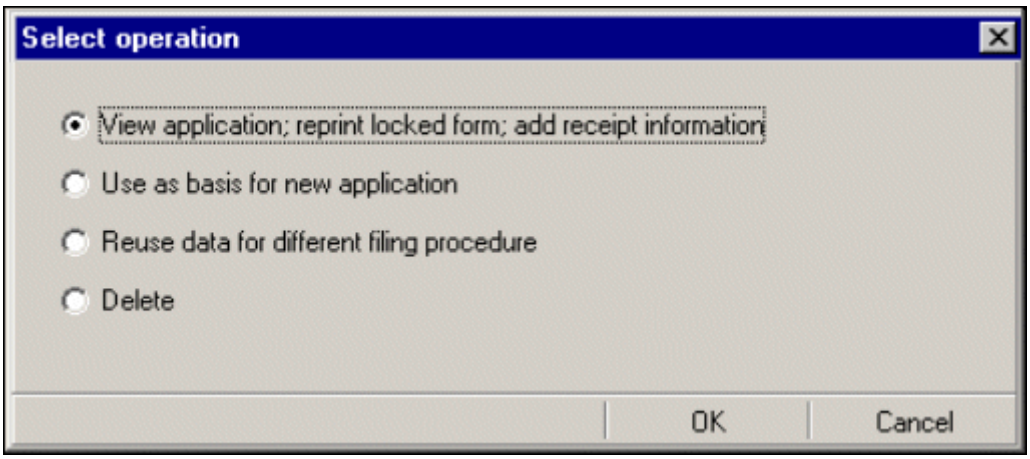


Figure 189 *Select operation*, list of options

Sent pop-up menu

Click the right mouse button on an item in the *Sent* folder to see the pop-up menu. You can view the selected item, save it as a template or delete it. The **Cancel** option closes the pop-up menu.

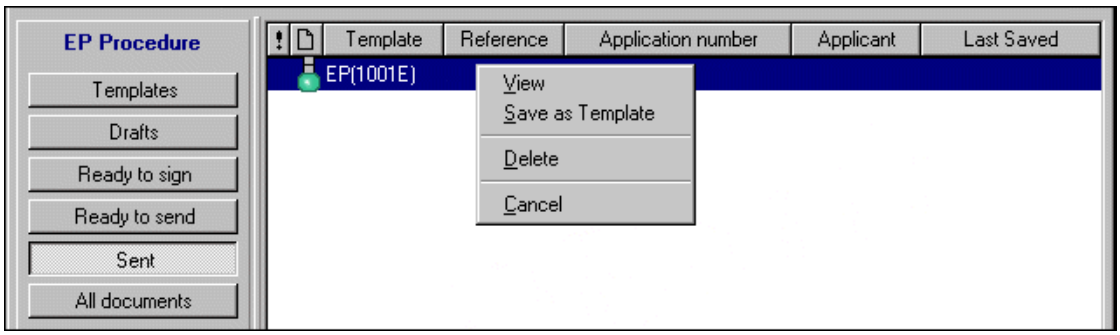


Figure 190 *epoline*® File Manager, *Sent* pop-up menu

8.7 All Documents folder

The *All Documents* folder displays the whole list of applications, indicating the phase for each one. Sent applications automatically display the application number assigned by the EPO.

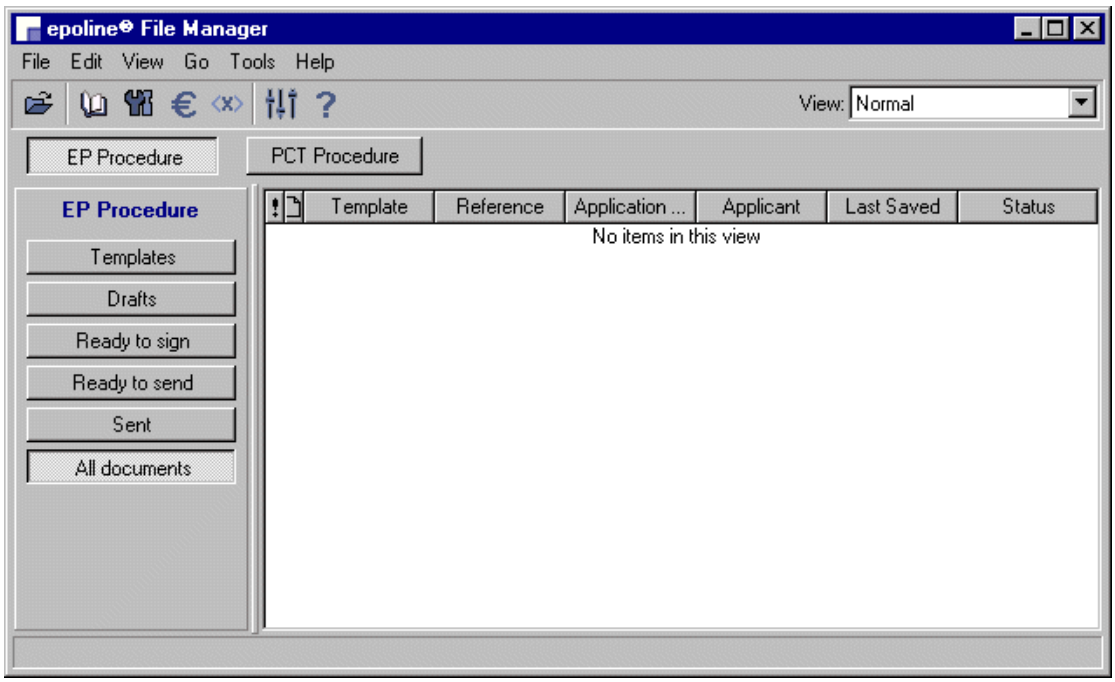


Figure 191 *epoline*® File Manager, *All Documents* folder

All Documents pop-up menu

Click the right mouse button on an item in the *All Documents* folder to see the pop-up menu. You can view the selected item, save it as a template or delete it. The **Cancel** option closes the pop-up menu.

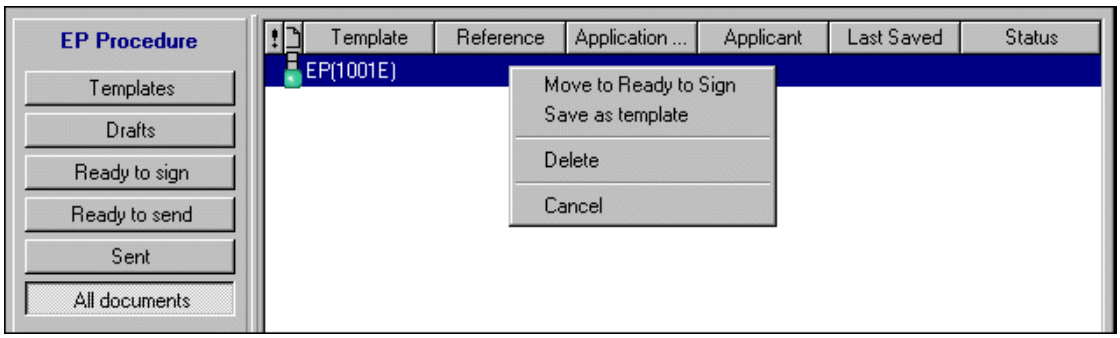


Figure 192 *epoline*® File Manager, *All Documents* pop-up menu

8.8 Sorting applications

In addition to folders, the *epoline*® File Manager provides a sorting facility. You can group applications by documents and also by categories you create. For more information on categories see *Using categories* on page 42.

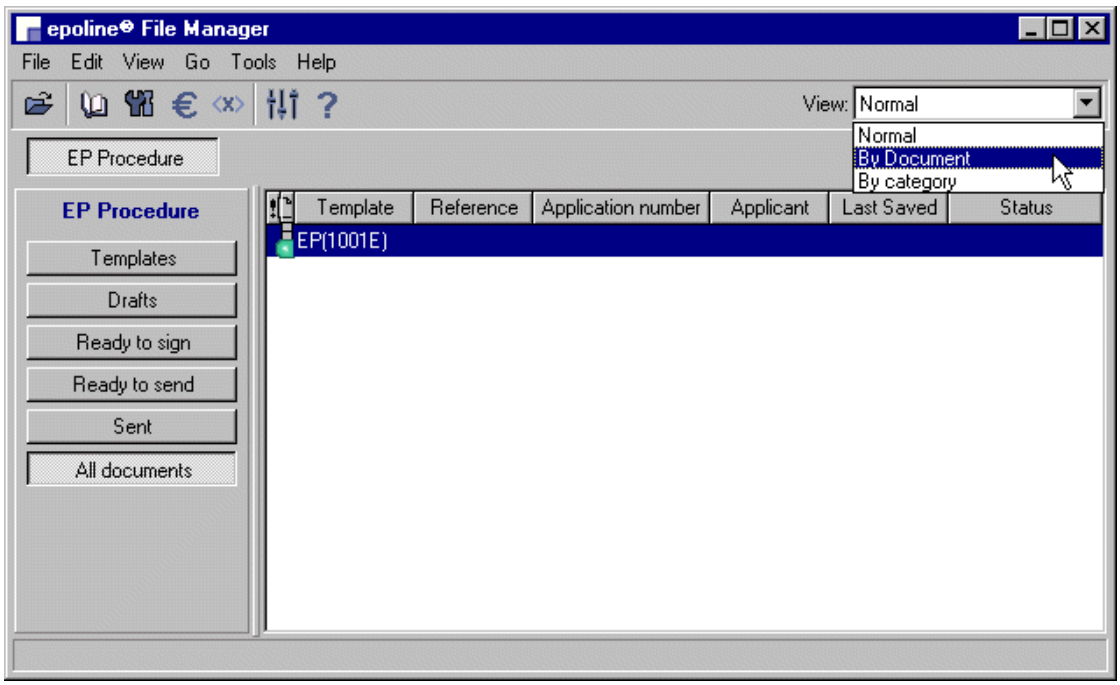


Figure 193 *epoline*® File Manager, Sorting, *By document* option

8.9 Address Book

8.9.1 Overview of the Address Book

The Address Book is a facility for storing contact details. You can:

- Create names in the Address Book first and then use them in a patent application
- Enter names in the *Names* section of the patent application and then save them to the Address Book
- Reuse details from the Address Book, for example an address or telephone number, to save retyping.

Applicants may be either *legal persons* (corporate entities) or *natural persons*. A natural person can sign applications. Click the tabs to enter additional information for:

- States
- Telephone and e-mail
- Registration

Once you have created entries in the Address Book, you can use them in the *Names or Signatories* sections of an application.

8.9.2 Accessing the Address Book

You can access the Address Book::

- From ***epoline***® File Manager
  This allows you to create new names.
- From the *Names* section of the form
  This allows you to save the names entered for future use.
- From the *Names* section, *Details* window:
  This allows you to use saved names.

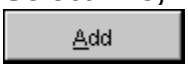
8.9.3 Creating names in the Address Book

1. In the *epoline*® File Manager window, select **Tools, Address Book** from the menu. *Or* press **Ctrl B**.

Figure 194 *epoline*® File Manager, Address Book

The *Address Book* window opens.

2. Select **File, New** from the menu. *Or* click the **Add** button.



To edit an existing entry, click the **Open** button.

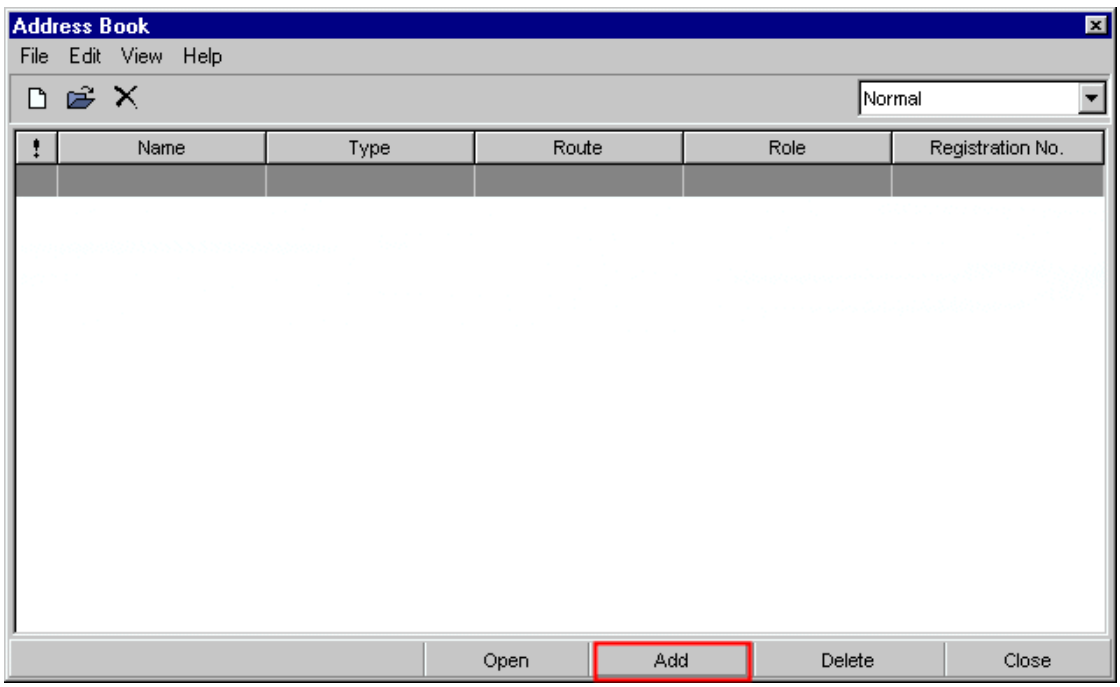


Figure 195 *Address Book*, opening window

The *Address Book* details window opens.

Applicants may be either legal persons (corporate entities) or natural persons. A natural person can sign applications. Click the tabs to enter information for:

- States
- Address
- Telephone and e-mail
- Registration

3. Select either *Legal person* or *Natural person*.
4. Fill in the details you want.
5. Click the other tabs and enter additional information if you wish, and then click **OK**.

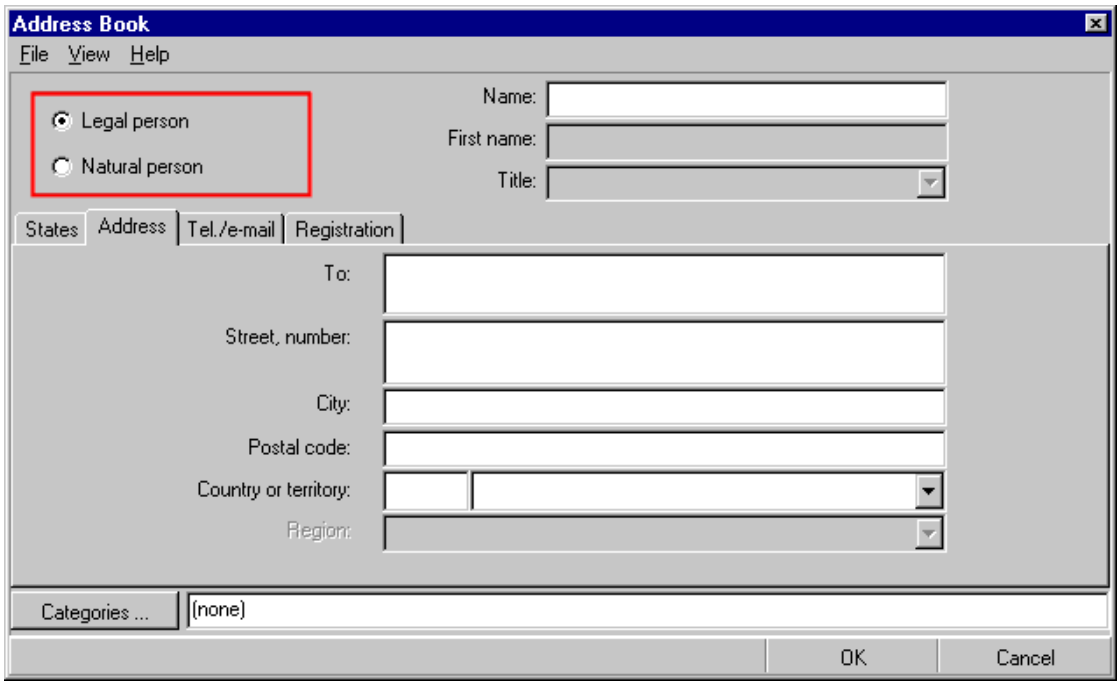


Figure 196 *Address Book* window

8.9.4 Address Book categories

You can assign categories to either Address Book entries or patent application forms. A category can be any word or phrase that is meaningful in your organisation.

8.9.4.1 Assigning a category to an Address Book entry

1. Complete the details for a *Legal person* or *Natural person*.
2. Click the **Categories** button.

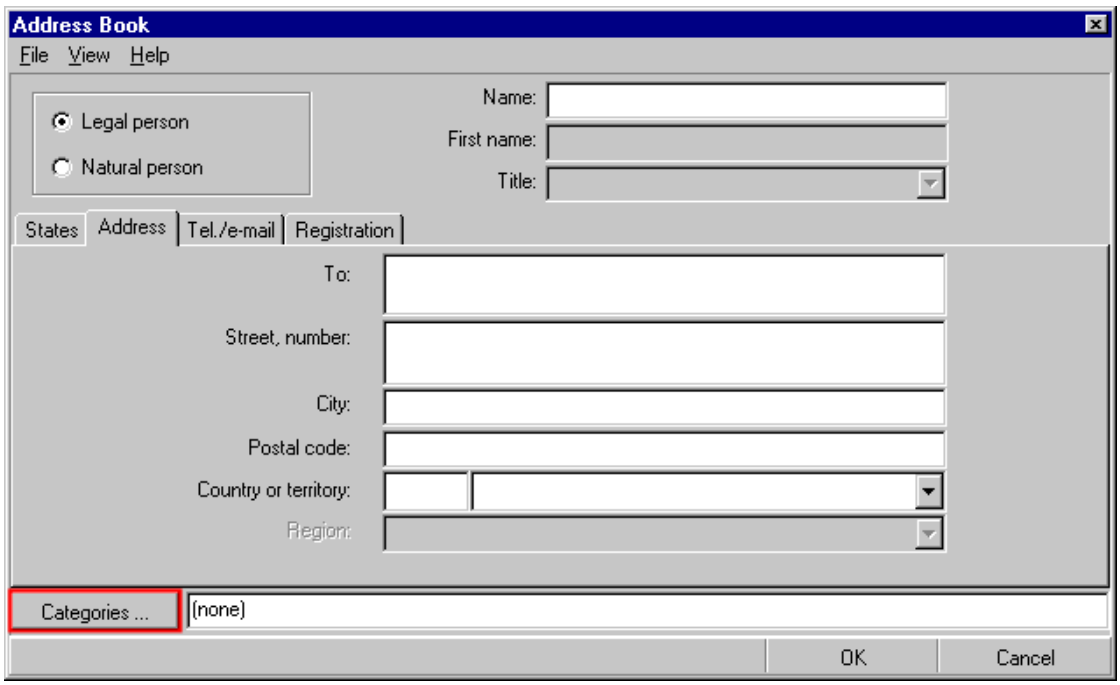


Figure 197 *Address Book*, categories

The *New application* window opens.

3. Select one or more categories, and then click **OK**.

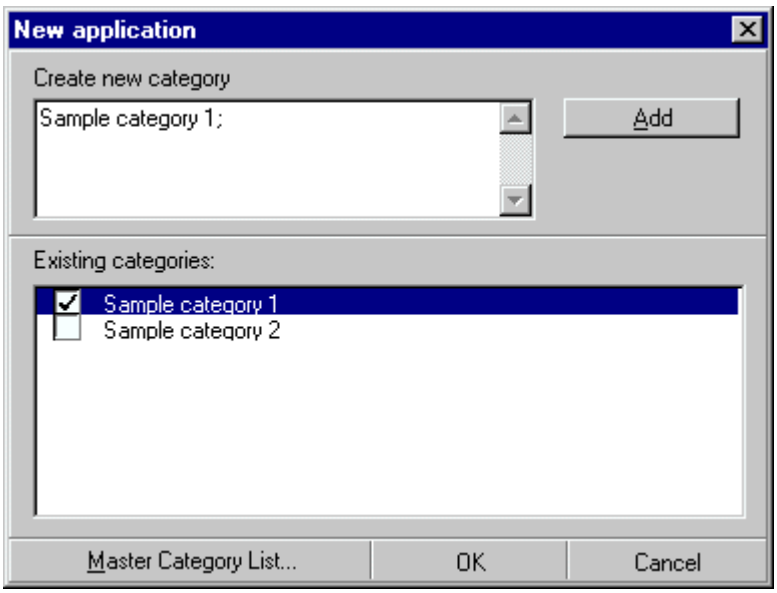


Figure 198 *New application*, Address Book, sample data

8.9.4.2 Displaying Address Book entries by category

1. In the Address Book window, click the drop-down arrow and select the *By Categories* option.
2. Click the small plus sign to the left of the category to display the entries. When the entries are showing, the symbol changes to a minus sign.

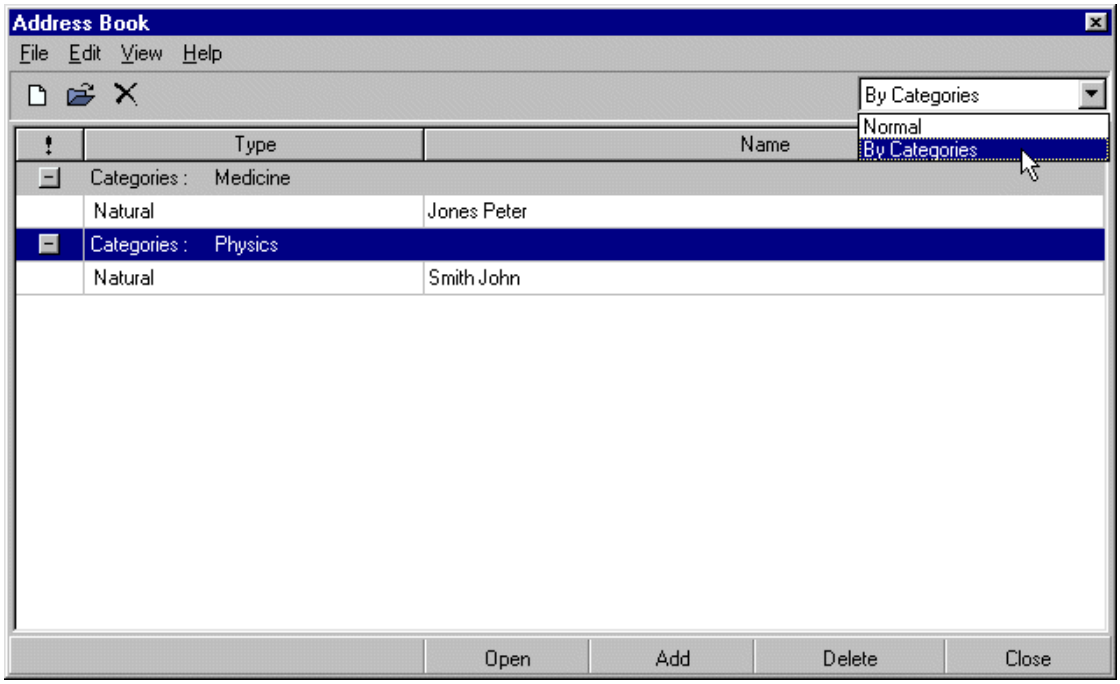


Figure 199 *Address Book*, categories, sample data

8.9.5 Assigning signatory roles

Applicants may be either legal persons (corporate entities) or natural persons. A natural person can sign applications. If you select the role of EPO signatory here, the person will appear in the List of Signatories window. Click the *Registration* tab to select a route, role and registration number for a person.

1. To view the drop-down list, double click in the highlighted blue area. The drop-down arrow will appear.
2. Click the drop-down arrow to select EPO signatory from the list.

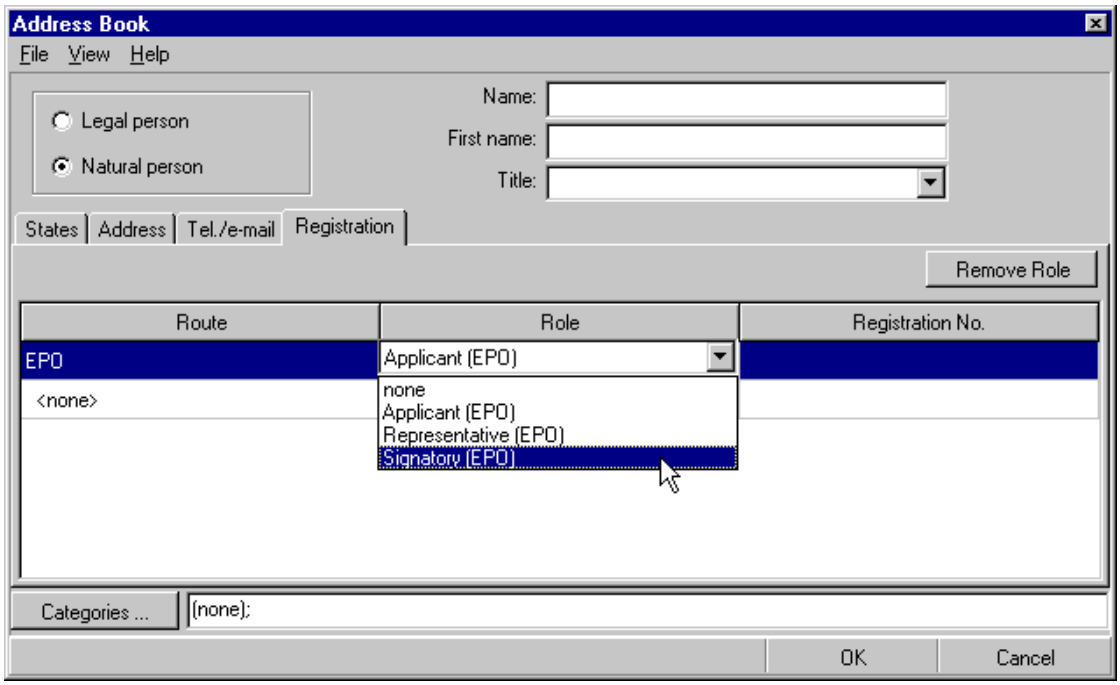


Figure 200 *Address Book*, list of roles

8.9.6 Deleting names from the Address Book

Once a name is created in the *Address Book* window, the **Delete** button becomes available.

1. To delete the name, select it and click the **Delete** button.

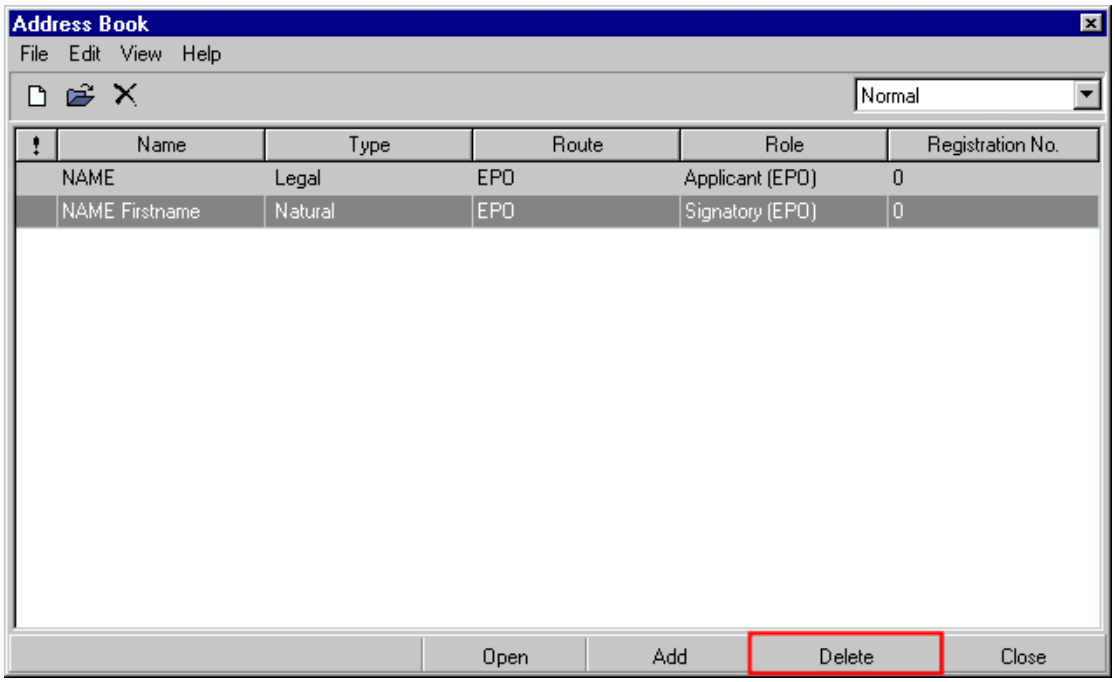

Address Book
File Edit View Help
Normal
! Name Type Route Role Registration No.
NAME Legal EPO Applicant (EPO) 0
NAME Firstname Natural EPO Signatory (EPO) 0
Open Add Delete Close

Figure 201 Deleting names from the Address Book, sample data

8.9.7 Adding names from the Address Book to an application

You can enter names in your Address Book and use them in patent application forms as required.

To add a name to a patent application from the Address Book:

1. In the *Names* section select a function from the list.
2. Click the **Address Book** button.

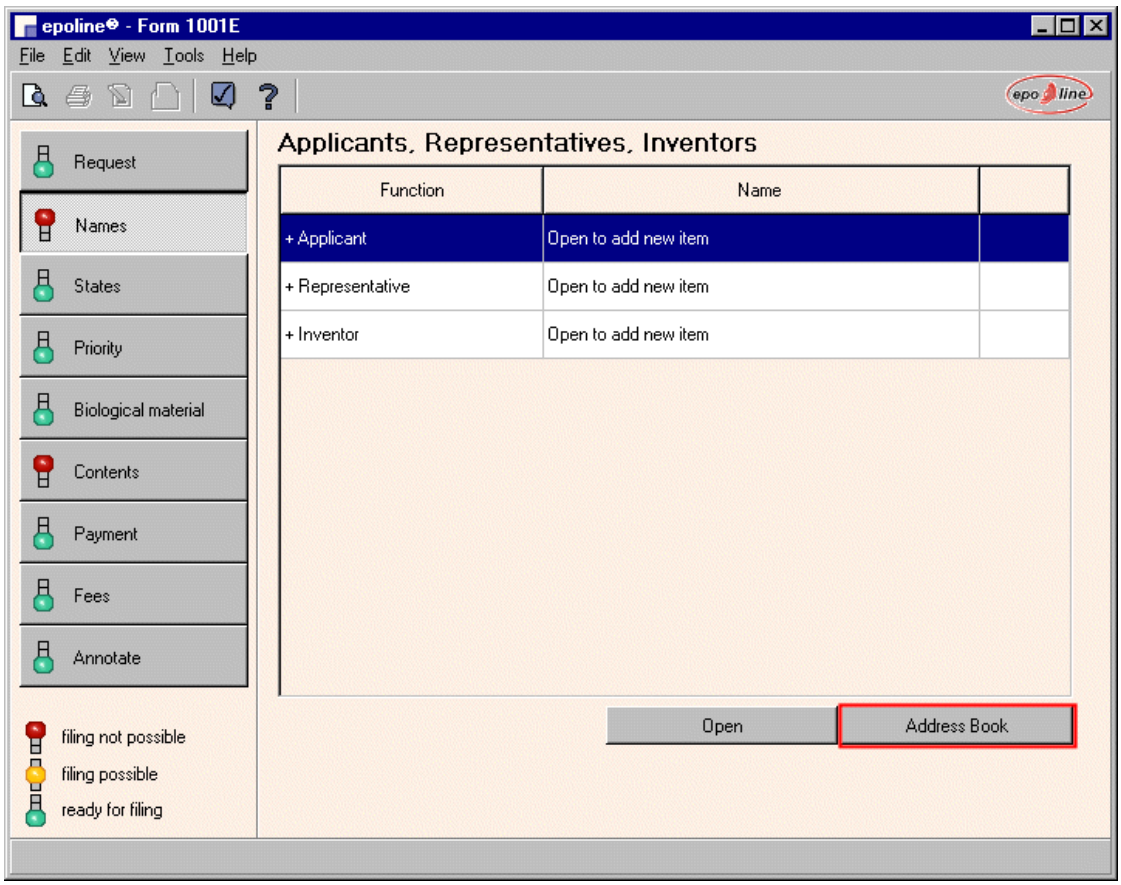


Figure 202 Form 1001E, *Names*, selecting *Address Book*

The *Address Book Exchange* window opens.

The existing Address Book names are displayed in the upper half of the screen.

1. Click a **name** to select it, and then click a **function** button: *Applicant*, *Representative* or *Inventor*.

The entry is added to the *Names* section of the current form.

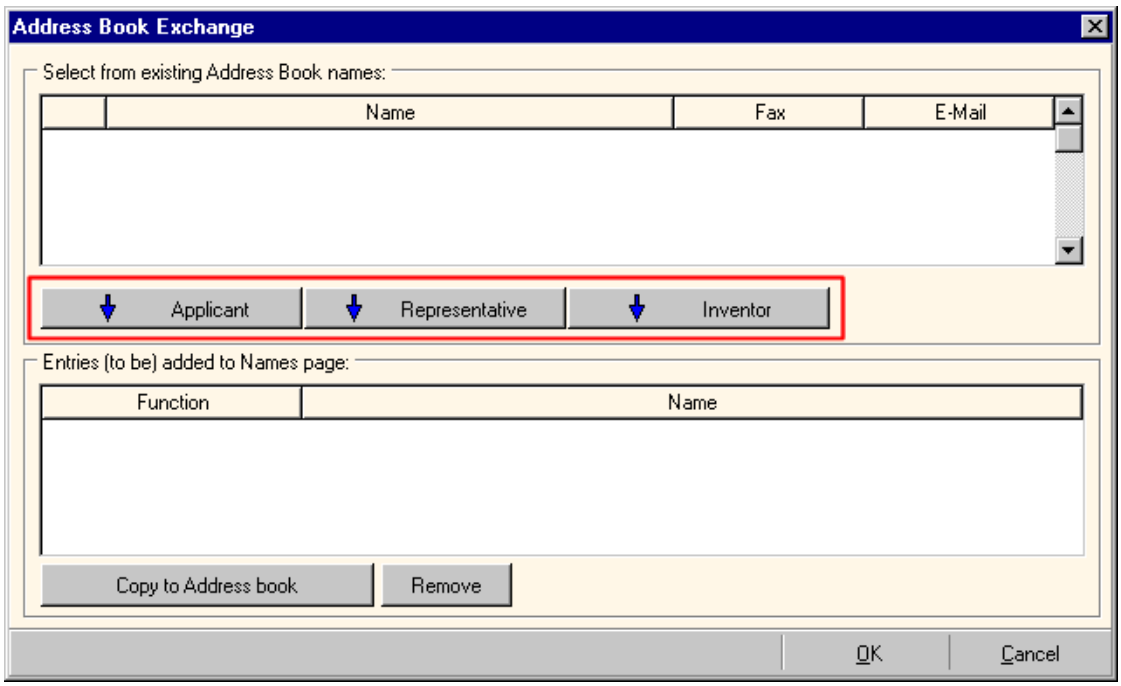
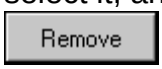


Figure 203 *Address Book Exchange*, functions

To remove a name you have added from the Address Book, click it to select it, and then click the **Remove** button.



8.9.8 Saving names from an application to the Address Book

Once you create new details in the *Names* section of a patent application, you can save them in the Address Book for future use.

1. In the application complete the details as required, and then click **OK**.
2. Back in the *Names* section select the name you have created
3. Click the **Address Book** button.

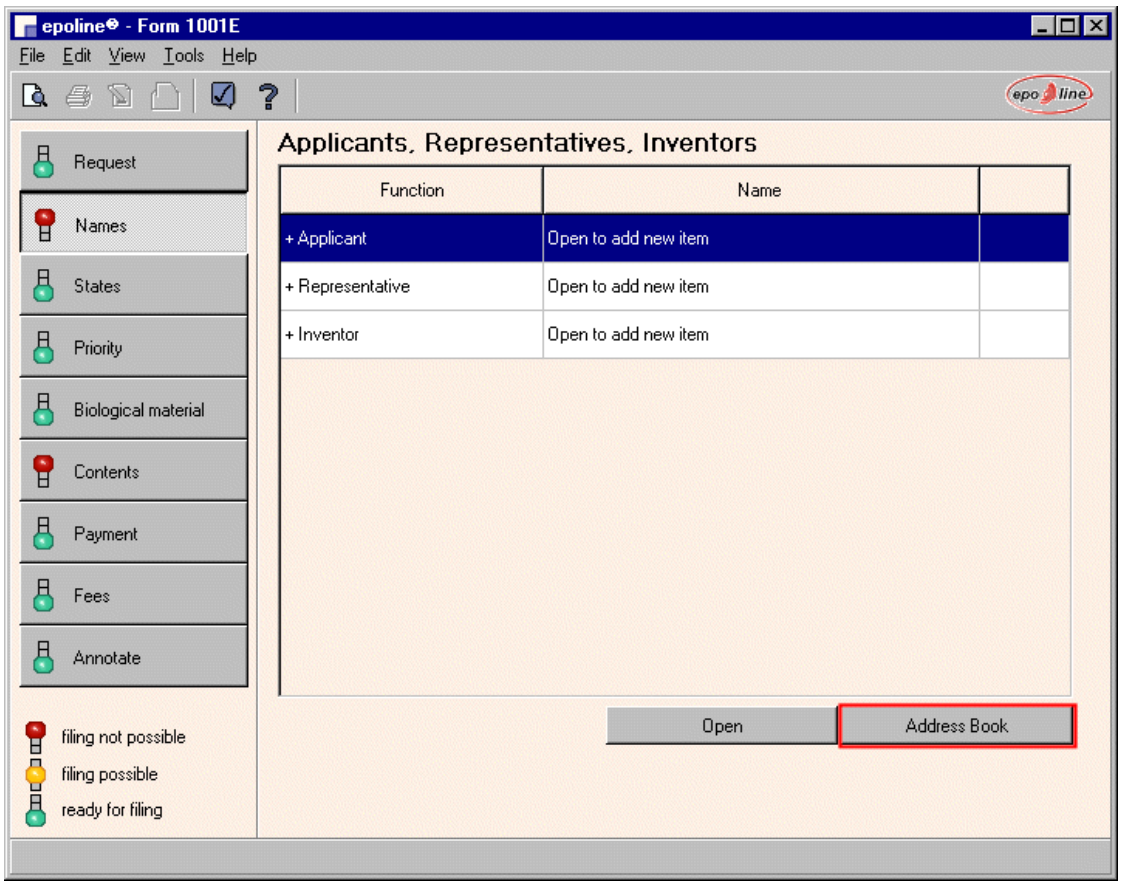


Figure 204 *Names*, accessing *Address Book*

The *Address Book Exchange* window opens. The names you have created are listed in the lower half of the screen.

1. Click the one you want to add, and then click the **Copy to Address Book** button.

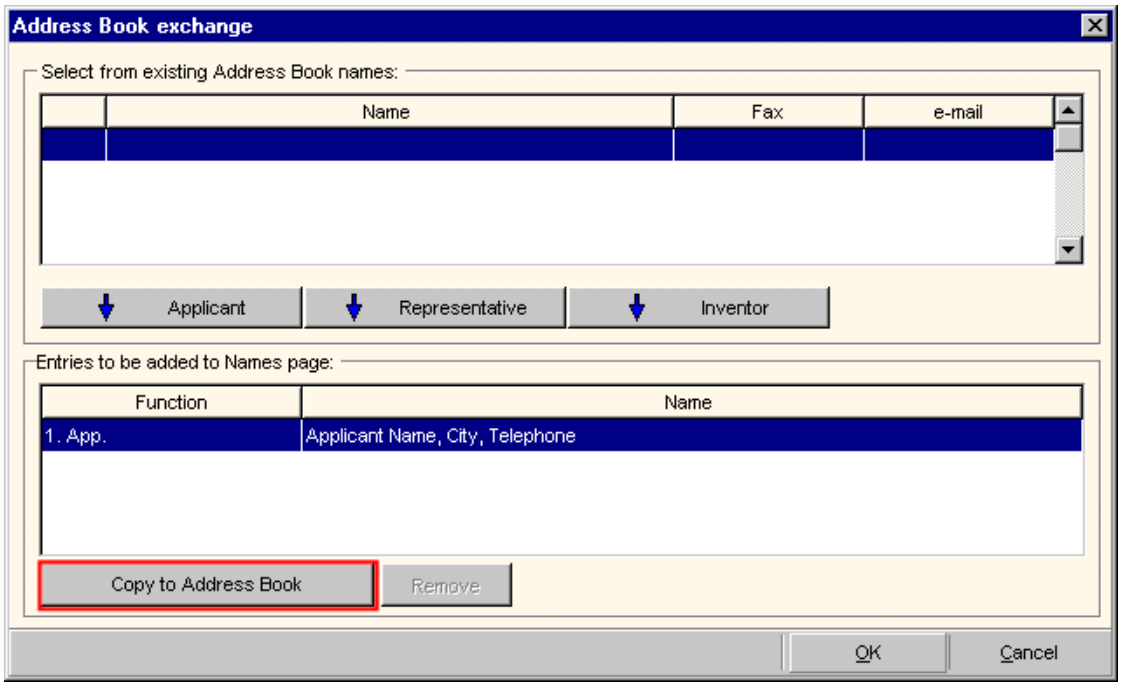
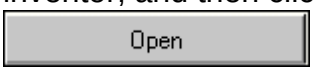


Figure 205 *Address Book Exchange*, copying to Address Book

8.9.9 Reusing details from the Address Book

You may want to add a new person to the *Names* section of a Form 1001E. If the new person has some of the same details as an existing contact, say for example the same address or telephone number, you can use the existing information to save retyping.

1. In the *Names* section select a function: applicant, representative or inventor, and then click the **Open** button to add a new item.



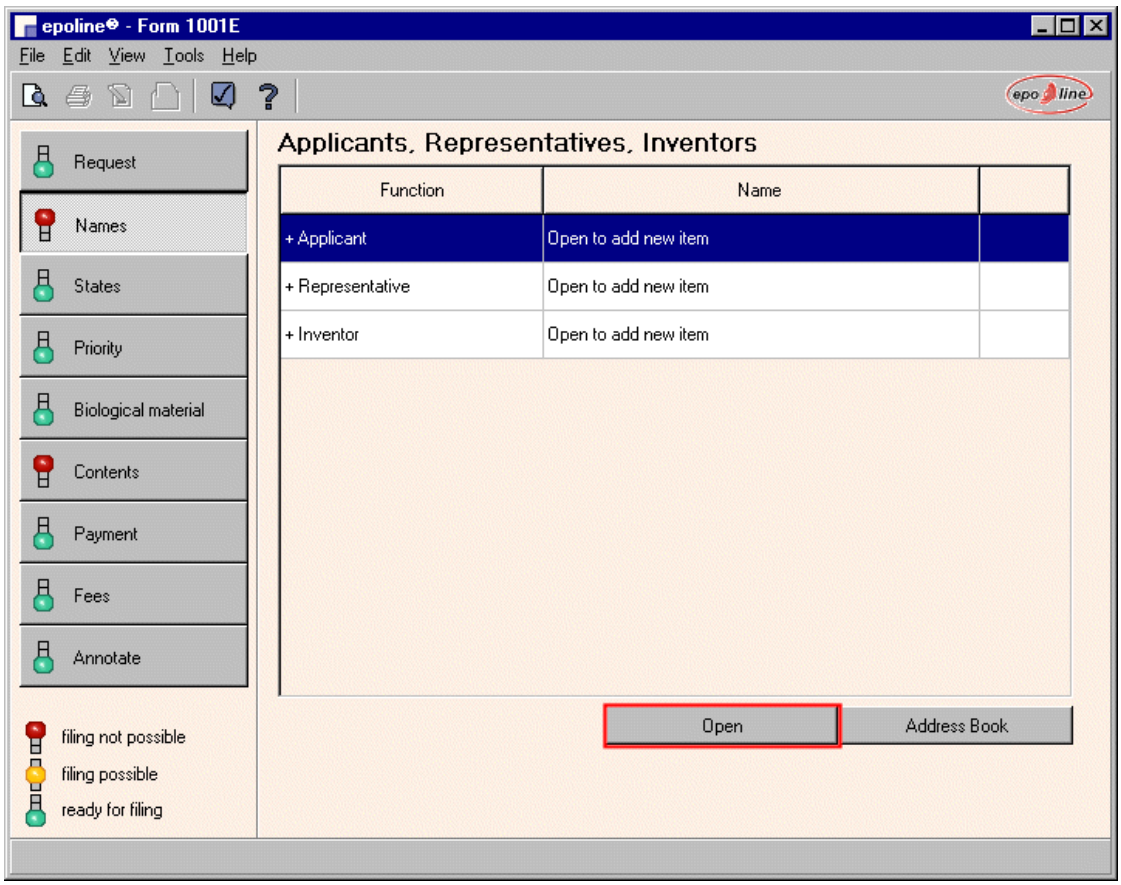


Figure 206 Form 1001E, *Names*, accessing applicant window

A relevant window opens, for example, the *Applicant* window.

1. Click the **Address Book** button.

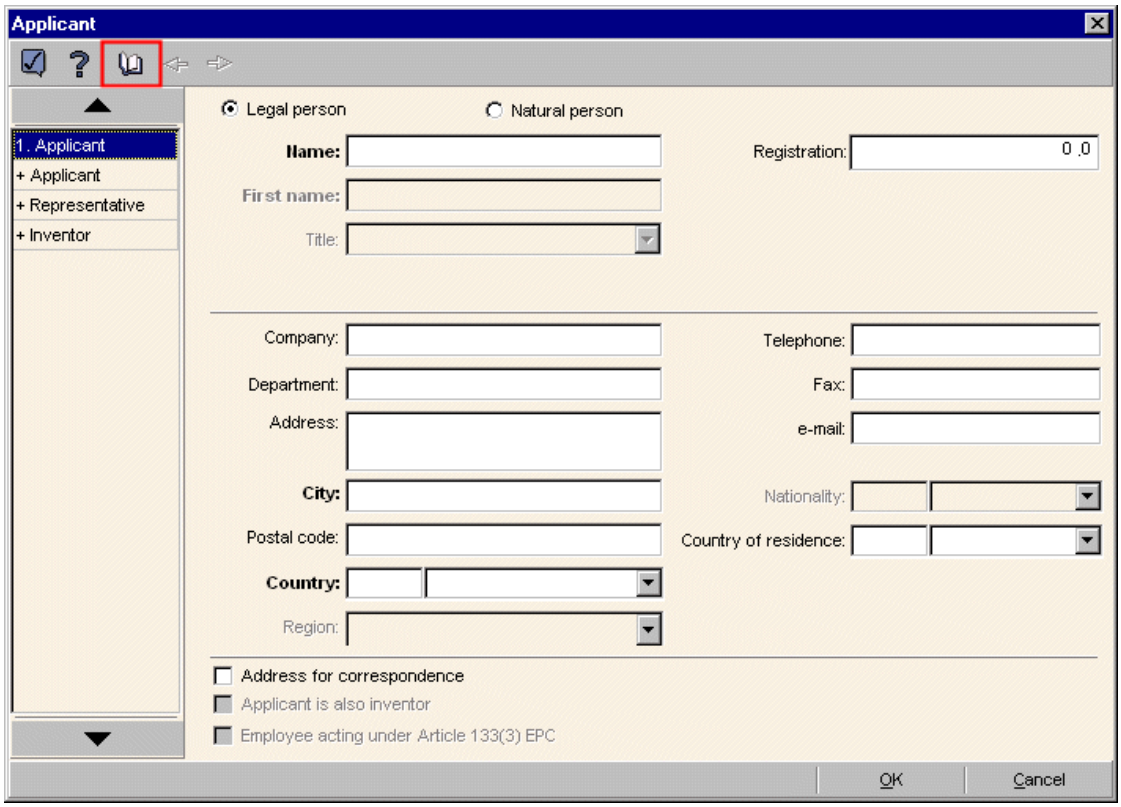
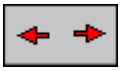


Figure 207 *Applicant* window, accessing *Address Book*

The details of the first entry in your Address Book are automatically filled in. Small red navigation arrows appear.

2. Click the navigation arrow to move back and forth through your Address Book to find the details you wish to use.



3. Select the details you wish to change.
4. Type the new information and then click **OK**.

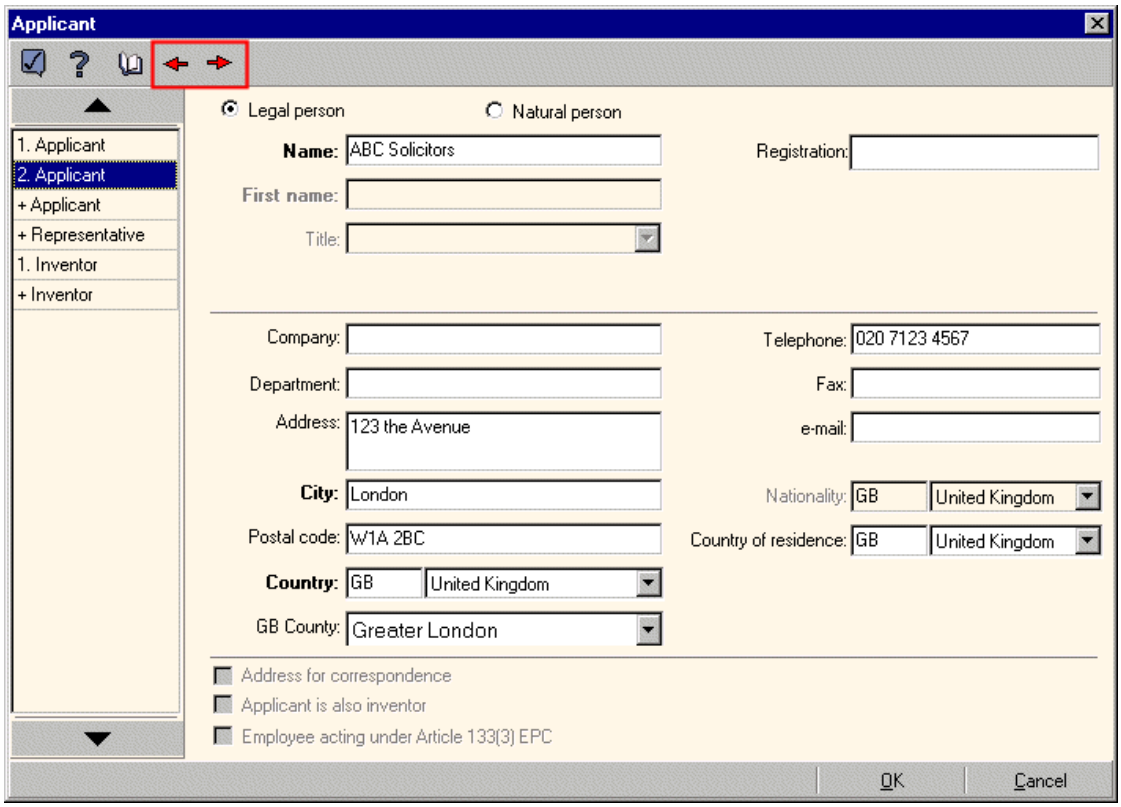


Figure 208 *Applicant*, sample data, navigation arrows

8.10 Deposits of biological material

1. In the *epoline*® File Manager, select **Tools, Deposits of biological material** from the menu.

Figure 209 Deposits of biological material

The *Deposit of biological material* window opens.

2. Click the **Add** button.

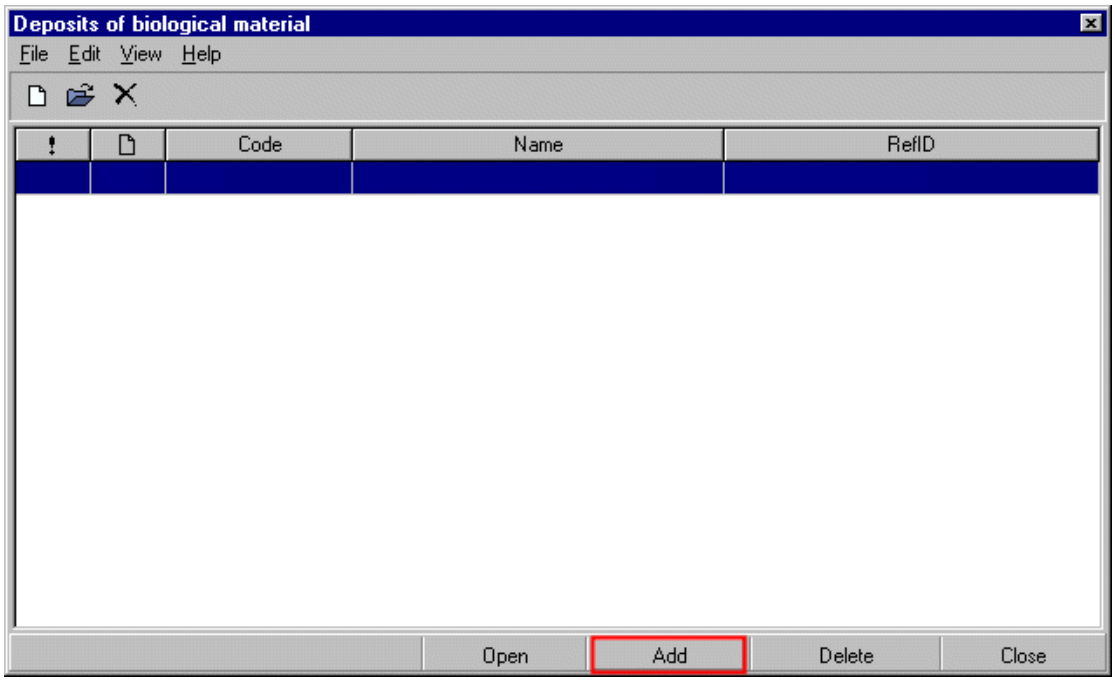


Figure 210 Creating a new Deposit of biological material entry

The *Deposit of biological material* details window opens.

3. Enter the details of the **Depository Institution**.
4. Enter the **Identification reference**
5. Enter the **Accession Number** assigned to the deposit, and then click **OK**.

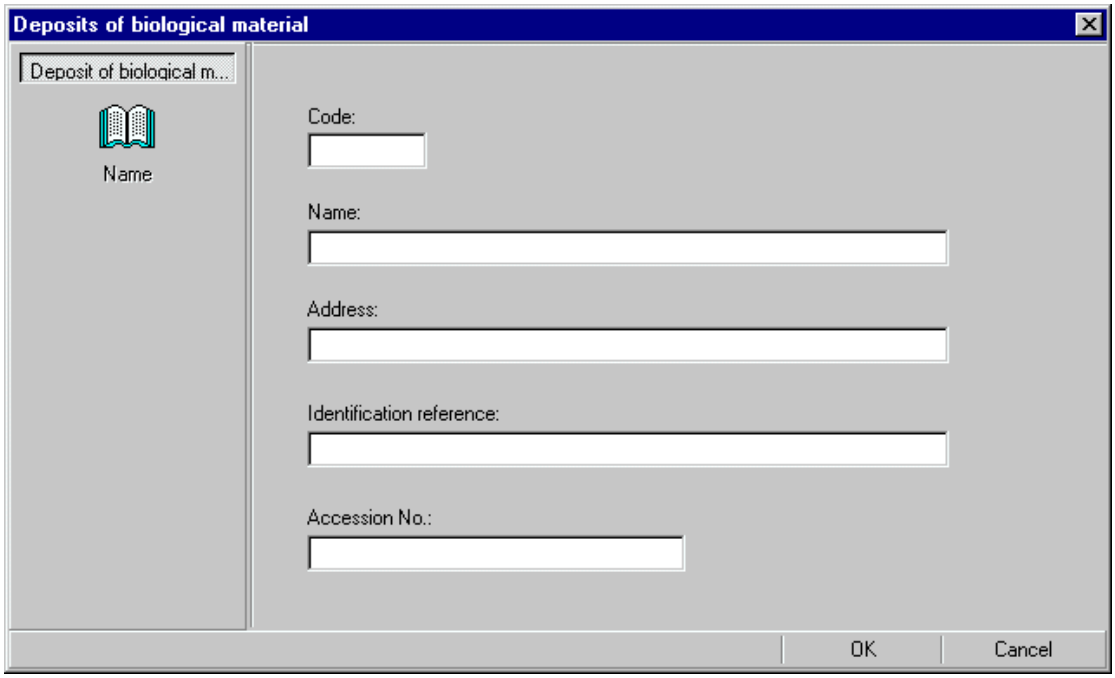


Figure 211 Entering details for deposit of biological material

epoline® Online Filing

Version 2

Portable Document Format

In this section:

9 PORTABLE DOCUMENT FORMAT HINTS AND TIPS 233

9.1.1 Selecting a PDF writer 234
9.1.2 Fonts in PDF documents 235
9.1.3 Font embedding with Adobe® Acrobat 236
9.1.4 Font embedding with Amyuni® 238
9.1.5 Identification of possible problem areas 240
9.1.6 Which tool is the best? 242
9.1.7 How to check that a PDF file is self-contained 242
9.1.8 Paper size 242
9.1.9 Additional remarks on PDF 245
9.1.10 Adobe® Acrobat upgrades 245
9.1.11 PostScript printer 245
9.1.12 Ghostscript® and Ghostview® 245
9.1.13 Generating PDF documents using a scanner 246

European Patent Office

9 Portable Document Format hints and tips

The following hints and tips are provided to assist you in preparing documents in Adobe® Portable Document Format (PDF), which is an open standard for electronic document distribution. Adobe® PDF preserves all the fonts, formatting, graphics, and colour of any source document, regardless of the application and platform used to create it.

The European Patent Office can only accept documents prepared in PDF with the correct settings. The key points to remember are:

- Correct fonts must be chosen in order to display information correctly, including characters such as mathematical formulae and Greek characters.
- Paper size must be A4.
- Page orientation must be Portrait.

PDF documents can be created with a number of tools, one of which, Amyuni® PDF Writer, is delivered with the ***epoline***® Online Filing software. This software package is less feature-rich than Adobe® Acrobat, but it is reliable and easy to use. There are many other products on the market that generate PDF documents. You many select any tool which produces PDF documents in PDF 1.2 format, that is, Adobe® Acrobat version 3.

9.1.1 Selecting a PDF writer

1. In the ***epoline***® File Manager, select the menu option **Tools, Settings**.

The ***epoline***® File Manager *Options* window opens, with the *General* options displayed.

2. In the *PDF Generation Printer* section select the option you want, and then click **OK**.

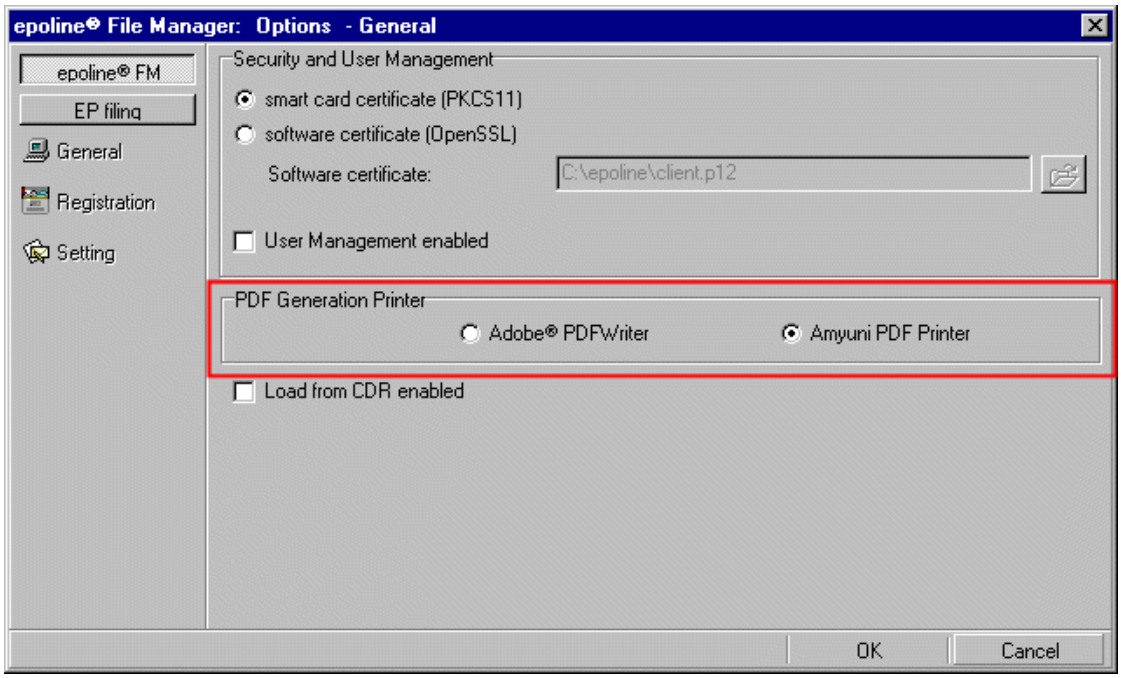


Figure 212 *epoline*® File Manager*: Options*, *epoline® FM*

9.1.2 Fonts in PDF documents

A PDF document is the electronic equivalent of a paper printout. It should be checked carefully. There are a few areas where problems might occur, especially in the field of font embedding.

There are two ways of using fonts in a document, *linking* and *embedding*.

9.1.2.1 Linking fonts

Linking references the font where it is stored on your own computer system. The advantage of this is that the document file size can be smaller. The disadvantage is that if you send the document to another system, as is the case with ***epoline***® Online Filing, the linked information cannot be referenced. Specialised fonts, for example ones that use mathematical symbols, Greek characters or other non-Latin alphabets, may not be interpreted correctly.

9.1.2.2 Embedding fonts

Embedding means that the font is included with the document, so the entire package is self-contained. This is the appropriate option when sending it outside your own system.

We strongly recommend that you use standard fonts only, that is, fonts which are included in the set which come with the Adobe® PDF Reader. But if you must use a non-standard font, for example to use symbols not available otherwise, you must ensure that this font is embedded.

If you are using special copyright-protected fonts, you must also ensure that you have sufficient rights to embed the font with your document. You should note the following from the Adobe® Acrobat 4.0 guide:

“A TrueType font can contain a setting added by the font’s designer that prevents the font from being embedded in PDF files. Even though you can move such a font to an embed list, Distiller does not embed it in the PDF file, but displays an error message and lists the font in the log file. You can check whether the font was embedded by opening the resulting PDF file and viewing the Font Info dialog box.”

As a general rule programs used for PDF provide an option to embed all fonts. The suggestions below describe the options for two in particular, Adobe® Acrobat and Amyuni®. For other software products, please consult the manufacturer.

9.1.3 Font embedding with Adobe® Acrobat

Adobe® Acrobat provides two ways of producing PDF documents, PDF Writer and Distiller. As a general rule of thumb, use Distiller for more complex documents, for example those that include graphics and specialised fonts.

Embedding all fonts in Distiller is done in a configuration file called ***epoline***.*joboptions*. This file has to be copied into the Distiller settings directory, usually:

C:\Program Files\Adobe\Acrobat 4.0\Distillr\Settings

Adobe® automatically installs files for press, print and screen optimised PDF output in this directory, with default setting as shown below. The *Embed All Fonts* option is selected automatically. It might be a good idea to make the file ***epoline***.*joboptions* read-only.

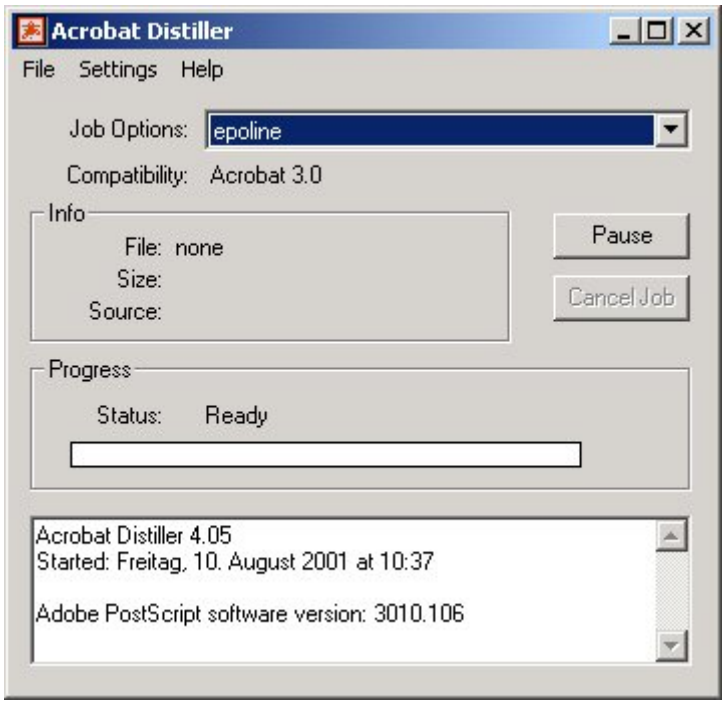


Figure 213 ***Adobe® Acrobat Distiller***

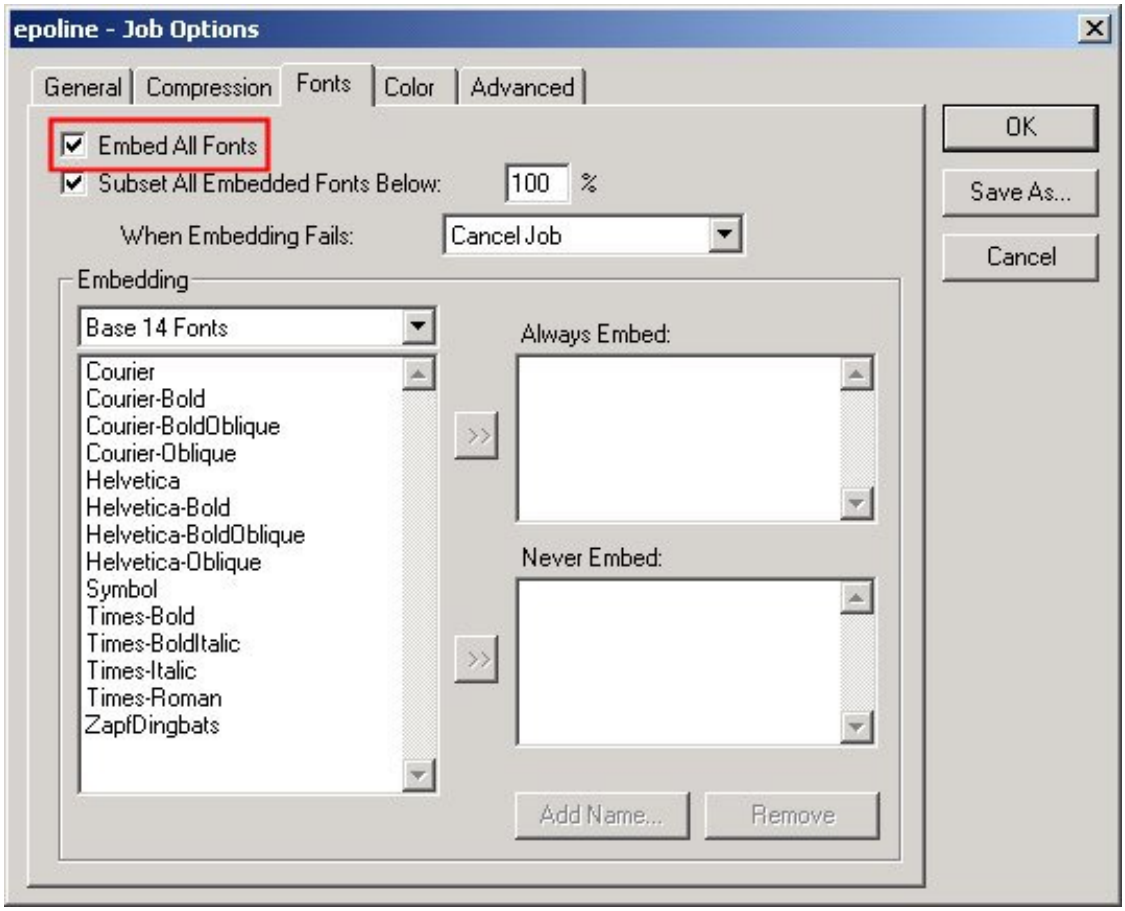


Figure 214 *epoline® Job Options*

9.1.4 Font embedding with Amyuni®

For the Amyuni® PDF Converter, font embedding is done after Amyuni® PDF Converter has been selected as printer.

1. Select **File, Print** from the document menu.
2. Select **Amyuni® PDF Converter** as the printer.
3. In the Print dialogue window select *Properties*.

The *Amyuni® PDF Converter Printing Defaults* window opens.

4. Select the **Font embedding** option.

We suggest that you also select the multi-language support option; this is mandatory if non-Latin characters are to be used.

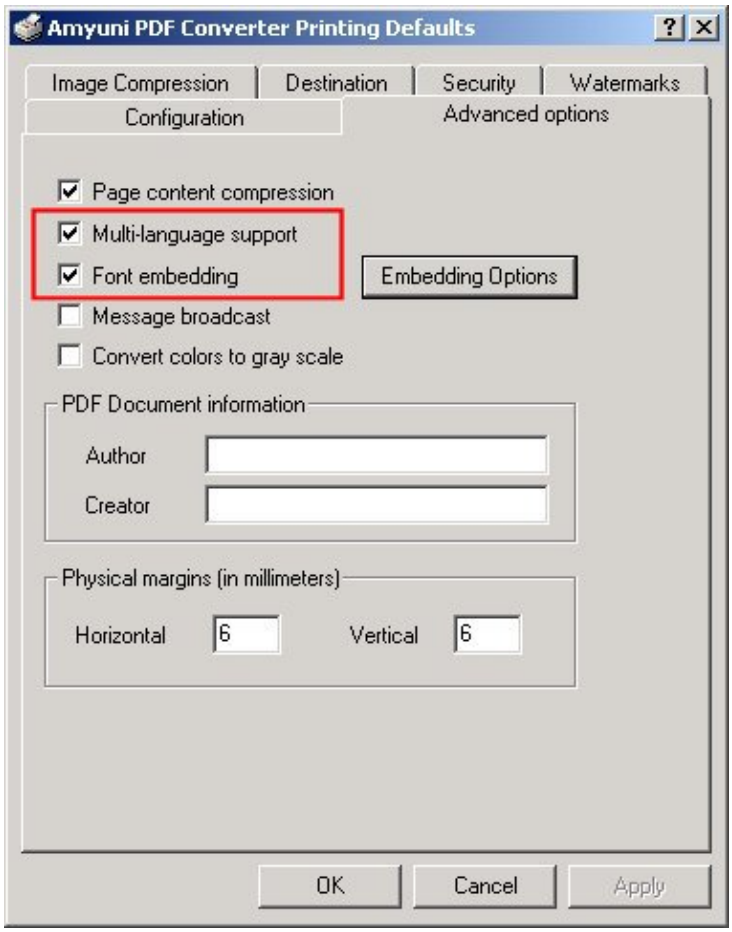


Figure 215 ***Amyuni® PDF Converter Printing Defaults***

To set the Amyuni® font embedding options:

5. Click the **Embedding Options** button.

The *Font Embedding Options* window opens.

6. Select all options.

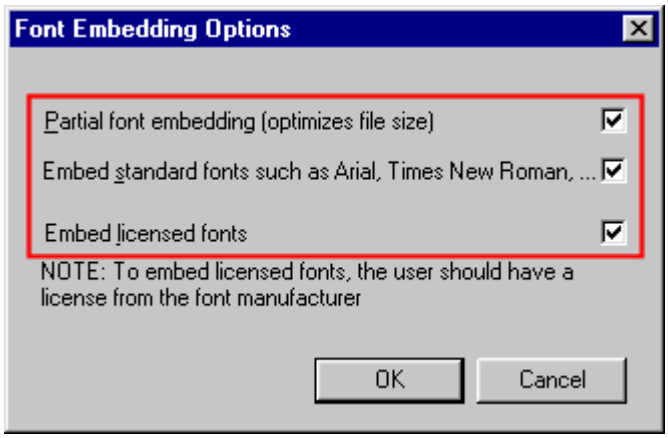

Font Embedding Options
Partial font embedding (optimizes file size)
Embed standard fonts such as Arial, Times New Roman, ...
Embed licensed fonts
NOTE: To embed licensed fonts, the user should have a license from the font manufacturer
OK
Cancel

Figure 216 *Amyuni® Font Embedding Options*

We recommend that you configure the Amyuni® printer settings once for all print jobs, by accessing the Printers menu in the Control Panel. If Windows NT/2000 is being used, this should be done preferably via an Administrator's account.

9.1.5 Identification of possible problem areas

Identifying and testing problem areas might be useful preparatory work. There are multiple computer platforms, and virtually hundreds of applications that can generate Portable Document Format. It is next to impossible to test all of these application/platform combinations and evaluate how they might handle certain complex document conversions. We recommend that you restrict yourself to the platform/application combination that you plan to use for PDF conversion. Then identify any complex elements that future application documents might include. A few examples of complex elements are:

- uncommon fonts
- non-Latin characters, for example the euro symbol €
- any Greek, Russian, Hebrew, Arabic or other characters
- embedded mathematical formulas or other embedded objects
- superscripts and subscripts.

Once those complex elements common to the application documents have been identified:

1. Create a test document with the authoring tool you intend to use, for example Microsoft® Word for Windows.
2. Try converting it to PDF on the relevant computer platform.

When you achieve a PDF that looks exactly like the original word-processed document, use the same settings for real online patent applications.

The figures below illustrate an example with special characters, prepared in Microsoft™ Word for Windows and viewed in PDF format with Adobe® Acrobat Reader.

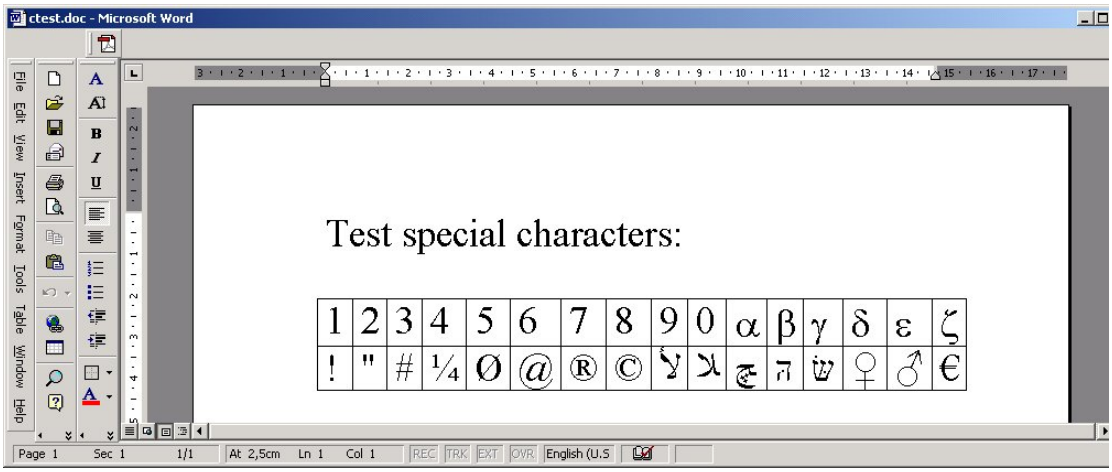


Figure 217 Test document prepared in Microsoft™ Word for Windows

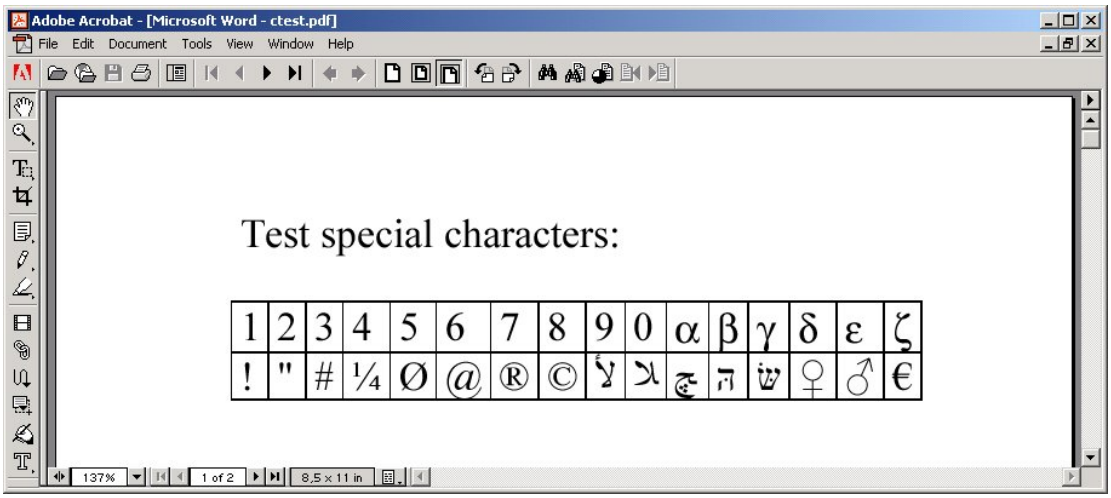

Adobe Acrobat - [Microsoft Word - ctest.pdf]
File Edit Document Tools View Window Help
Test special characters:
1 2 3 4 5 6 7 8 9 0 α β γ δ ε ζ
! " # ¼ Ø @ ® © ♀ ♂ €
137%
1 of 2
8,5 x 11 in

Figure 218 Microsoft™ Word test document viewed in Adobe® Acrobat Reader

9.1.6 Which tool is the best?

No statement can be made as to which of the tools might be the best. Although Adobe® PDF Distiller is generally considered as the reference, it should be pointed out that the test approach described above is recommended as a way of finding out what suits your requirements the best. In some cases, Adobe® Acrobat PDF Writer with font embedding selected, or any other PDF generating tool, can do the job as well as the tools in the ***epoline***® Online Filing package.

9.1.7 How to check that a PDF file is self-contained

If a non-standard font has been used in the creation of a technical document, then it is important to preview the file on a PC where this font in not installed in order to check whether the characters are indeed embedded. Therefore we advise using different PCs for the creation of the technical documents and for the electronic filing, at least once, to ensure that the selected PDF generating method is working properly. Make sure that the non-standard fonts are *not* installed on the PC used for electronic filing (and re-viewing of the PDF files). Using a PDF viewer other than Adobe® Acrobat could be an option as well. For more information see *Ghostscript® and Ghostview®* on page 245.

9.1.8 Paper size

Rule 35(4) EPC stipulates that "*The documents making up the European patent application shall be on A4 paper ...*". For the full text see our website:

http://www.european-patent-office.org/legal/epc/e/r35.html

This rule should also be followed for electronic filings, even though electronic rather than physical paper is being used. Any PDF generation software should be set to A4 paper size, that is:

- 29.7 cm x 21.0 cm (or 8.267" x 11.693")
- portrait orientation (landscape should be avoided).

Set the page size to A4 in both your word processor and the PDF generator.

To set Distiller to A4:

1. Select **Printer Properties**
2. Select the **Advanced** option
3. Select **Portrait** mode.

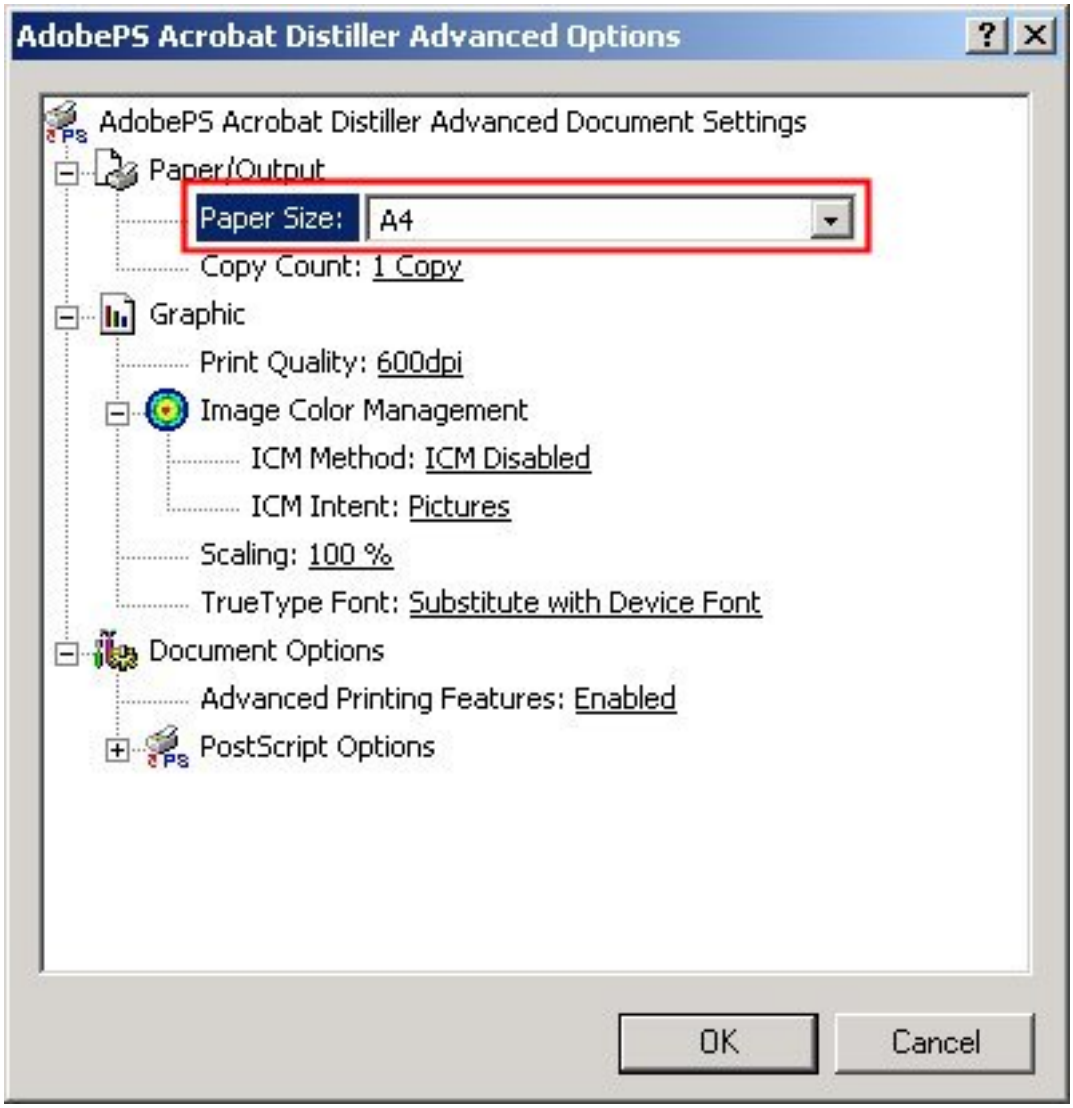


Figure 219 ***AdobePS Acrobat Distiller Advanced Options***

To set Amyuni® to A4:

1. Select the **A4** option directly under Printer Properties.

This seems to be especially important when drawings are not generated by graphic programs but are scanned and converted to PDF files. For any PDF filings that do not follow this rule, the EPO internal image database might then contain pages with black areas filling the remaining area between the unintentionally chosen format and A4 format.

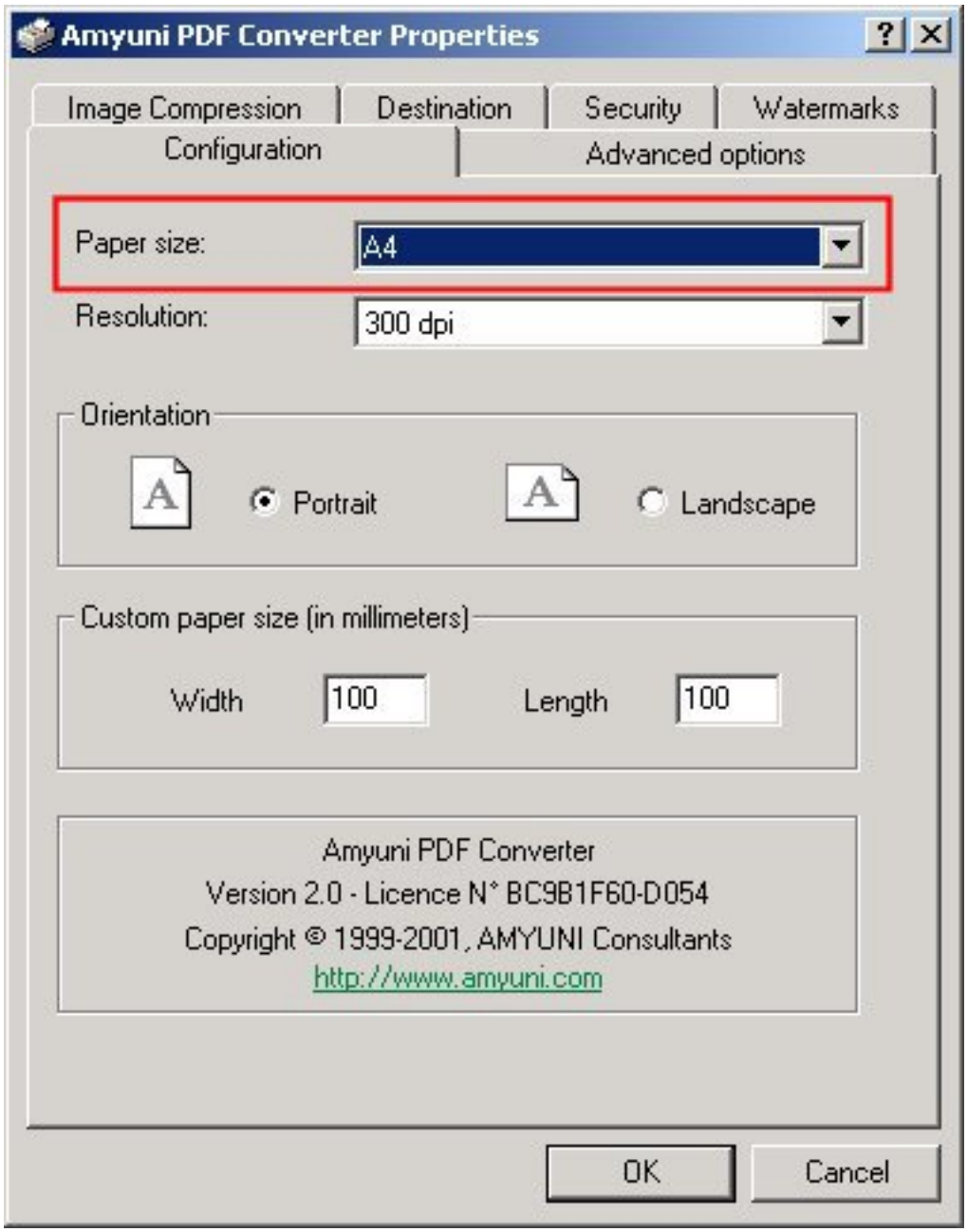


Figure 220 ***Amyuni® PDF Converter Properties*****, paper size A4**

9.1.9 Additional remarks on PDF

9.1.10 Adobe® Acrobat upgrades

Up to and including version 1.01e of the ***epoline***® Online Filing software, only Adobe® Acrobat 4.0x as conversion tool is supported. The system must not be upgraded to Acrobat 5 or later.

9.1.11 PostScript printer

Installation of a PostScript (PS) printer driver is mandatory when using Adobe® Acrobat Distiller, even if there is no physical printer attached to the computer system. Version 4.0 of Adobe® Acrobat which was delivered with the first ***epoline***® Online Filing software packages did not force the applicant to install a PS printer driver, whereas Version 4.05 (a maintenance release from Adobe® Acrobat) did.

9.1.12 Ghostscript® and Ghostview®

Installation of first Ghostscript 6.x and then Ghostview 3.4.

For more information on Ghostscript® 6.x and Ghostview® 3.4 see the GNU website.

Both of these products are under GNU public licence and give Windows users the ability to preview how the PDF file will be converted at the European Patent Office. Ghostview® is an alternative viewer which can also display PDF files. The EPO uses a Ghostscript®-based program to feed incoming PDF documents into its internal image database, so previewing PDF files with Ghostview® is a another way to check that PDF files will be converted correctly at the EPO.

The figure below shows the test example prepared in Microsoft™ Word for Windows as it is displayed with Ghostview®.

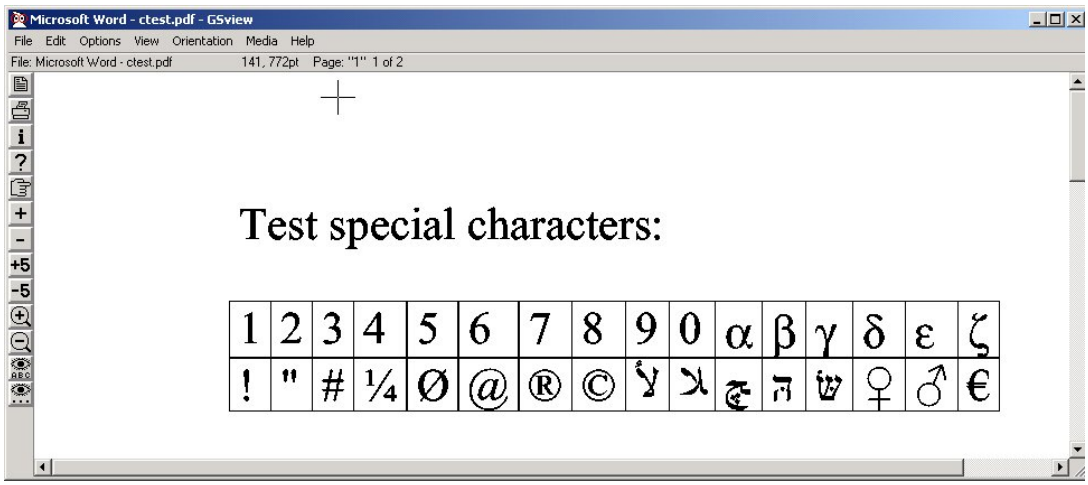

Microsoft Word - ctest.pdf - GSview
File Edit Options View Orientation Media Help
File: Microsoft Word - ctest.pdf 141, 772pt Page: "1" 1 of 2
Test special characters:
1 2 3 4 5 6 7 8 9 0 α β γ δ ε ζ
! " # ¼ Ø @ ® © € ♀ ♂ €

Figure 221 Test document displayed with Ghostview®

9.1.13 Generating PDF documents using a scanner

A scanner is very useful for drawings and all sorts of technical documents. However you should not use any default settings of the scanning/capturing software that might influence the virtual paper size of the PDF documents. Before starting the scan process, the scan area has to be set to DIN A4, Portrait. For more information see *Paper size* on page 242.

epoline® Online Filing

Version 2

Appendix

In this section:

10 APPENDIX 249

10.1 CUSTOMER SERVICES 249
10.2 GLOSSARY OF TERMS 250
10.3 ABBREVIATIONS AND ACRONYMS 251
10.4 SHORTCUT KEYS 251

11 TABLE OF FIGURES 252

European Patent Office

10 Appendix

10.1 Customer Services

For all questions on ***epoline***® products in general and on ***epoline***® Online Filing in particular, please contact:

epoline® Customer Services
European Patent Office
Patentlaan 2
NL-2288 EE RIJSWIJK
The Netherlands

Tel.: (+ 31-70) 340 4500
Fax: (+ 31-70) 340 4600

e-mail: ***epoline***@epo.org

website: http://www.***epoline***.org

10.1.1 Help

Clicking the *Help* button gives you access to this user guide.

Updates are available from the ***epoline***® website at http://www.***epoline***.org.

10.2 Glossary of terms

Term	Definition
Browser	A software program that allows you to display and navigate through web pages. The most popular browsers are Microsoft® Internet Explorer and Netscape™
Click	Press the primary mouse button once. The primary mouse button is the more frequently used button. This is generally the one on the left
Clipboard	A temporary storage area in Windows
Double click	Press the primary mouse button twice in succession
Drop-down arrow	A small black triangle that displays a set of options when clicked
Drop-down list	A set of options to choose from. The drop-down list appears when you click the drop-down arrow
File extension	A three-letter abbreviation that tells a computer what software application is associated with this document
Login ID	The user name and password that identifies you to the computer system
Note (for EPO)	A comment intended for the EPO, as part of the data submitted
Note (internal)	A comment for internal use only
Pop-up menu	A list of options that appears when you click the right mouse button
Reboot	Close Windows and restart the PC
Right mouse button click	Press the secondary mouse button

10.3 Abbreviations and acronyms

Term	Meaning
ASCII	American Standard Code for Information Interchange. Abbreviation used in ***epoline***® Online Filing to indicate a text file.
CDR	Compact Disk Reader
JPG/JPEG	Joint Photographic Engineering Group A graphics file type used for scanned signatures
PDF	Portable Document Format
PIN	Personal Identification Number
VPN	Virtual Private Network
XML	eXtended Markup Language

10.4 Shortcut keys

Shortcut	Description
Ctrl B	Opens the Address Book
Ctrl C	Copies selection
Ctrl D	Deletes selection
Ctrl Q	Exits the ***epoline***® File Manager
Ctrl V	Pastes selection
Ctrl X	Cuts selection
Ctrl Z	Undoes the last action

11 Table of figures

Figure 1 The *epoline*® File Manager menu 1
Figure 2 *Demo mode* option 7
Figure 3 Tutorial: sample user name, *demo mode* 8
Figure 4 Tutorial: *epoline*® File Manager in *demo* mode 9
Figure 5 Tutorial: Creating a new Form 1001E 11
Figure 6 Tutorial: *New application*, sample data 11
Figure 7 Tutorial: Form 1001E opening window 12
Figure 8 Tutorial: *Validation* button 13
Figure 9 Tutorial: Validation messages 13
Figure 10 Tutorial: Form 1001E *Request* section, sample data 14
Figure 11 Tutorial: *Applicant*, sample data 15
Figure 12 Tutorial: *Inventor*, sample data 17
Figure 13 Tutorial: *Fees, Designation of states* 18
Figure 14 Tutorial: *Priority*, sample data 19
Figure 15 Tutorial: *Biological Material*, sample data 20
Figure 16 Tutorial: *Contents*, sample data 23
Figure 17 Tutorial: Status of attached document, sample data 24
Figure 18 *Documents*, previewing documents 25
Figure 19 Tutorial: *Payment*, sample data 26
Figure 20 Tutorial: *Fees*, sample data 27
Figure 21 Tutorial: *Note (internal)*, sample data 28
Figure 22 Tutorial: Previewing the application 29
Figure 23 Tutorial: *Form 1001E*, sample data, signing application 30
Figure 24 Tutorial: *Submission*, signing application 31
Figure 25 Tutorial: *Submission* window expanded 31
Figure 26 Tutorial: *PDF Viewer*, signing application 32
Figure 27 Tutorial: *List of Signatories*, sample data 33
Figure 28 Tutorial: *Signature*, sample data 34
Figure 29 Tutorial: *List of Signatories*, sample signatory 35
Figure 30 *epoline® File Manager, Move to Ready to Send* 36
Figure 31 Tutorial: *epoline® File Manager, Ready to Send* folder 37
Figure 32 Tutorial: *Warning*, demo server 37
Figure 33 Tutorial: *Please enter PIN*, sending application 38
Figure 34 *File, New Form, EP(1001E)* 41
Figure 35 Form 1001E, *New application* 41
Figure 36 *New application*, categories option 42
Figure 37 *Information*, user-defined categories 42
Figure 38 New application window expanded 43
Figure 39 *New application*, master categories 44
Figure 40 *Master Category List* 45
Figure 41 Form 1001E, opening window 46
Figure 42 Form 1001E, *Request* section 50
Figure 43 Form 1001E, *Request* pop-up menu 51
Figure 44 Form 1001E, *Names* section 52
Figure 45 Form 1001E, *Names*, completing details 53
Figure 46 *Applicant*, blank form 54

Figure 47 Form 1001E, *Names* section, *Delete* 56
Figure 48 Form 1001E, *Names* pop-up menu 57
Figure 49 Form 1001E, *States* section 58
Figure 50 *Designation of states* 59
Figure 51 Form 1001E, *Extension fees* 60
Figure 52 Form 1001E, *States* pop-up menu 60
Figure 53 Form 1001E, *Priority* section 61
Figure 54 Form 1001E, *Priority* 62
Figure 55 Form 1001E, *Priority* pop-up menu 62
Figure 56 Form 1001E, *Biological Material* section 63
Figure 57 Form 1001E, *Biological Material* 64
Figure 58 Form 1001E, *Documents*, Sequence Listings 65
Figure 59 Form 1001E, *Other Documents* tab, receipt(s) 67
Figure 60 *Documents*, receipt(s) of deposit 68
Figure 61 *Biological Material*, copying to Receipt Book 69
Figure 62 Form 1001E, *Biological material* pop-up menu 70
Figure 63 Form 1001E, *Contents* section, *Forms* tab 72
Figure 64 Form 1001E, *Contents*, *Forms* tab, waiver option 73
Figure 65 Form 1001E, *Contents* section, *separate files* option 75
Figure 66 *Warning* prompt, file renamed 75
Figure 67 Form 1001E, *Documents*, attaching description 76
Figure 68 Form 1001E, *Documents*, attaching claims 77
Figure 69 Form 1001E, *Documents*, attaching drawings 78
Figure 70 Form 1001E, *Documents*, attaching abstract 79
Figure 71 Form 1001E, *Contents*, *combined file* option 80
Figure 72 Form 1001E, *Documents*, *combined file* details 81
Figure 73 Combined file sample, displaying red traffic light 82
Figure 74 Sample validation message, combined file 82
Figure 75 Form 1001E, *Documents* section, *Other Documents* tab 83
Figure 76 Form 1001E *Documents*, sample list of documents 84
Figure 77 *Documents*, status of attached document, sample data 85
Figure 78 *Documents*, previewing documents 86
Figure 79 Form 1001E, *Contents* section totals, sample data 87
Figure 80 *Documents*, sample list of documents 88
Figure 81 Form 1001E, removing documents 90
Figure 82 Form 1001E, *Contents* pop-up menu 91
Figure 83 Form 1001E, *Payment* section 92
Figure 84 Form 1001E, *Payment* pop-up menu 93
Figure 85 Form 1001E, *Fees* section, selecting date 94
Figure 86 Fee schedule, *Confirmation* prompt 95
Figure 87 Form 1001E, *Fees*, sample amounts 95
Figure 88 *Claims* window, changing number 96
Figure 89 Form 1001E, *Fees*, *Other Fees* tab 97
Figure 90 Form 1001E, *Fees*, *Additional Fees* tab 98
Figure 91 Form 1001E, *Fees* pop-up menu 99
Figure 92 Form 1001E, *Annotate*, selecting *Note* 100
Figure 93 Form 1001E, *Note (for EPO)* 101
Figure 94 Form 1001E, *Annotate*, pop-up menu with *Cut* option 102
Figure 95 Form 1001E, *validation log* 103
Figure 96 Form 1001E, *Annotate* pop-up menu 104

Figure 97 Form 1001E, *Save as Draft* menu option 105
Figure 98 *Confirmation, Save as Draft* option 106
Figure 99 Form 1001E, *Save as Ready to be Signed* menu option 107
Figure 100 *Submission* window, saving application 107
Figure 101 *Submission* window expanded 108
Figure 102 Form 1001E, *Save as Template* menu option 109
Figure 103 *Save template* prompt 109
Figure 104 *Form 1200E* opening window 113
Figure 105 *File, New Form Euro-PCT(1200E)* 114
Figure 106 *Templates*, Euro-PCT(1200E) option 114
Figure 107 *New application* 115
Figure 108 *New application*, categories option 116
Figure 109 *Information*, user-defined categories 116
Figure 110 New application window expanded 117
Figure 111 *New application*, master categories 118
Figure 112 *Master Category List* 119
Figure 113 Form 1200E pop-up menu 122
Figure 114 Form 1200E, *EP Phase* section 124
Figure 115 Form 1200E, *Names* 125
Figure 116 Form 1200E, *Applicant* 126
Figure 117 Form 1200E, *Address for correspondence* 127
Figure 118 Form 1200E, *Representative* 128
Figure 119 Form 1200E, *States* 129
Figure 120 Form 1200E, *Designation Fees* 130
Figure 121 Form 1200E, *Extension Fees* 131
Figure 122 Form 1200E, *Biological material* 132
Figure 123 Form 1200E, *Biological material* window 133
Figure 124 *Documents*, receipt(s) of deposit 134
Figure 125 Form 1200E, *Contents*, receipt(s) of deposit 135
Figure 126 Form 1200E, *Documents* 136
Figure 127 Form 1200E, *Translations* 137
Figure 128 Form 1200E, *Contents, translation of priority documents* 138
Figure 129 *Documents, translation of priority documents* 139
Figure 130 Form 1200E, *Contents* 140
Figure 131 Form 1200E, *Contents* section, *Documents* window 141
Figure 132 Form 1200E, *Contents* section, *Forms* tab 142
Figure 133 Form 1200E, *Contents, Technical Documents* tab 143
Figure 134 Form 1200E, *Contents, Other Documents* tab 144
Figure 135 Form 1200E, *Contents*, waiver option 145
Figure 136 Form 1200E, *Documents*, waiver option 146
Figure 137 Form 1200E, *Payment* section 147
Figure 138 Entering number of claims, sample data 148
Figure 139 Form 1200E, *Fees, Standard Fees* tab 149
Figure 140 *Confirmation* prompt, fee schedule 150
Figure 141 Form 1200E, *Fees, Additional Fees* tab 151
Figure 142 Form 1200E, *Annotate*, selecting *Notes* option 152
Figure 143 Form 1200E, *Note (for EPO)* 153
Figure 144 Form 1200E, *Annotate* section, pop-up menu, *Cut* option 154
Figure 145 Form 1200E, *validation log*, sample data 155
Figure 146 *Confirmation, Save as Draft* option 156

Figure 147 Form 1200E, *Save as Ready to be Signed* option 157
Figure 148 *Confirmation, Save as Ready to Sign* option 158
Figure 149 *Submission*, saving application 158
Figure 150 *Submission* window expanded 159
Figure 151 *Save Template* prompt 160
Figure 152 Status of attached document, sample data 164
Figure 153 Preview button 165
Figure 154 *Warning*, name of signatory 169
Figure 155 *Ready to Sign* pop-up menu, *Return to Drafts* option 170
Figure 156 *Signature, Alphabetical* signature option 171
Figure 157 *Signature, Facsimile* signature option 172
Figure 158 *Please enter PIN*, adding digital signature 173
Figure 159 *Signature*, advanced digital signature option 174
Figure 160 *Form 1001E*, signing application 176
Figure 161 *Submission*, signing application 177
Figure 162 *Submission* window expanded 177
Figure 163 *PDF Viewer*, signing application Form 1001E 178
Figure 164 *List of Signatories*, signatory, sample data 179
Figure 165 *Signature* window 180
Figure 166 *PDF Viewer*, signing application Form 1200E 181
Figure 167 Form 1200E, adding signatory 182
Figure 168 Form 1200E, *Signature*, applying signature 183
Figure 169 *Ready to Send* folder, pop-up menu options 187
Figure 170 *Warning*, production server 188
Figure 171 *Please enter PIN*, sending application 189
Figure 172 Progress indicator for sending data 189
Figure 173 *Information*, view receipt 190
Figure 174 *PDF Viewer*, viewing receipt 190
Figure 175 *epoline*® File Manager menu 194
Figure 176 *epoline*® File Manager toolbar 195
Figure 177 *epoline*® File Manager, *Templates* folder 198
Figure 178 *New application* window 198
Figure 179 *epoline*® File Manager, sample customised template 199
Figure 180 *epoline*® File Manager, *Templates* pop-up menu 200
Figure 181 *epoline*® File Manager, *Drafts* folder 201
Figure 182 Sample with green traffic light, filing possible 202
Figure 183 *epoline*® File Manager, *Drafts* pop-up menu 204
Figure 184 *epoline*® File Manager, *Ready to Sign* folder 205
Figure 185 *epoline*® File Manager, *Ready to Sign* pop-up menu 206
Figure 186 *epoline*® File Manager, *Ready to Send* folder 207
Figure 187 *epoline*® File Manager, *Ready to Send* pop-up menu 208
Figure 188 *epoline*® File Manager, *Sent* folder 209
Figure 189 *Select operation*, list of options 209
Figure 190 *epoline*® File Manager, *Sent* pop-up menu 210
Figure 191 *epoline*® File Manager, *All Documents* folder 211
Figure 192 *epoline*® File Manager, *All Documents* pop-up menu 211
Figure 193 *epoline*® File Manager, Sorting, *By document* option 212
Figure 194 *epoline*® File Manager, Address Book 214
Figure 195 *Address Book*, opening window 214
Figure 196 *Address Book* window 215

Figure 197 *Address Book*, categories 216
Figure 198 *New application*, Address Book, sample data 217
Figure 199 *Address Book*, categories, sample data 218
Figure 200 *Address Book*, list of roles 219
Figure 201 Deleting names from the Address Book, sample data 220
Figure 202 Form 1001E, *Names*, selecting *Address Book* 221
Figure 203 *Address Book Exchange*, functions 222
Figure 204 *Names*, accessing *Address Book* 223
Figure 205 *Address Book Exchange*, copying to Address Book 224
Figure 206 Form 1001E, *Names*, accessing applicant window 225
Figure 207 *Applicant* window, accessing *Address Book* 226
Figure 208 *Applicant*, sample data, navigation arrows 227
Figure 209 Deposits of biological material 228
Figure 210 Creating a new Deposit of biological material entry 228
Figure 211 Entering details for deposit of biological material 229
Figure 212 *epoline*® File Manager*: Options*, *epoline® FM* 234
Figure 213 *Adobe® Acrobat Distiller* 236
Figure 214 *epoline*® *Job Options* 237
Figure 215 *Amyuni*® *PDF Converter Printing Defaults* 238
Figure 216 *Amyuni*® *Font Embedding Options* 239
Figure 217 Test document prepared in Microsoft™ Word for Windows 241
Figure 218 Microsoft™ Word test document viewed in Adobe® Acrobat Reader 241
Figure 219 *AdobePS Acrobat Distiller Advanced Options* 243
Figure 220 *Amyuni*® *PDF Converter Properties*, paper size A4 244
Figure 221 Test document displayed with Ghostview® 245

12 Index

A

Abbreviations and acronyms 251
Abstracts 75, 79, 80
Address Book 213
Address for correspondence 52
All Documents folder 211
Annotate 28, 152

B

Biological material 20, 63, 132

C

Categories 42, 116, 216
Certificates 175
Claims for invention 77, 80
Combined File option 80
Comments ..... *See* Notes
Contents 71, 83
Customer Services 249

D

Description of invention 76, 80
Documents
  attaching 76, 81, 83, 136
  removing 90
Drafts folder 105, 201
  returning applications to 170, 179, 187
Drawings 78, 244

E

EP(1001E) 11
epoline® File Manager 193
epoline® Online Filing 8
EP-Phase 124
Euro-PCT(1200E) 113
European Patent Office
  contacting 249

F

Fees 27, 94, 149
Folders 196
Fonts
  in Portable Document Format 235
  problem areas 240
  testing 242
Form 1200E ..... *See* Euro-PCT(1200E)

G

Glossary of Terms 250

H

Help 1, 249

I

Inventor options 55, 133, 145

L

Languages 137

M

Menus
  epoline® File Manager 194
  Form 1001E 48
  Form 1200E 121
Modes
  demo 7
  production 188

N

Names 15, 52, 125
Non-public part 88
Notes 100
  adding 100
  removing 102

P

Payment 26, 92, 147
PDF 233, 245
  Adobe® Acrobat 236
  Amyuni® PDF Writer 233
  drawings 244, 246
  fonts 235
  Ghostscript 245
  page orientation 242
  paper size 233, 242
  requirements 242
PINs 189
Portable Document Format ..... *See* PDF
Pre-conversion archive 89
Previewing
  applications 165
Printers 238, 245
Priority 19, 61

R

Ready to send folder 207
  moving applications to 170
Ready to sign folder 205
  returning applications to 187
Receipts
  for application submission 190
  for biological material 67, 69, 134, 194
Remarks ..... *See* Notes
Renunciation option 88
Request 50
Roles 52, 128

S

Saving forms
as drafts 105
as ready to be signed..... 107, 157
as ready to send 170
as templates..... 160
Security..... 2, 175
Sending applications 158, 188
Sending applications 108
Sent folder 209
Separate files option..... 75
Sequence listings 64, 89
Shortcuts 251
Signing applications
types of signature 170
Smart Cards..... 170, 175
Sorting applications 212
States 18, 58, 129

T

Technical documents 74
Templates folder..... 109, 197
Title of invention..... 50
Toolbars
epoline® File Manager..... 195
Form 1001E 49
Form 1200E 123
Traffic lights 13
Translations..... 137
Tutorial 7

V

Validation messages..... 13

W

Waiver option..... 88
Windows..... 1